



DEPARTMENT OF THE NAVY
ENLISTED PERSONNEL MANAGEMENT CENTER
NEW ORLEANS, LOUISIANA 70159-7900

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From: Commanding Officer, Enlisted Personnel Management Center

Subj: ENLISTED DISTRIBUTION AND VERIFICATION REPORT USERS' MANUAL (EDVRMAN)

Ref: (a) Defense Joint Military Pay System Procedures Training Guide (DJMS PTG)
(b) Enlisted Transfer Manual (NAVPERS 15909F)
(c) Diary Message Reporting System Users' Manual (DMRSMAN)

Encl: (1) Enlisted Distribution and Verification Report Users' Manual (EDVRMAN)

1. Purpose. To publish the format and procedures for the validation of the Enlisted Distribution and Verification Report (EDVR).

2. Background. The Enlisted Distribution and Verification Report Users' Manual (EDVRMAN) is the official manual for interpreting and validating the Enlisted Distribution and Verification Report. The EDVRMAN supplements basic regulations and requirements published in references (a) through (c). Nothing in the EDVRMAN shall be construed as contravening or superseding other directives issued by the Navy Department.

3. Action. Effective upon receipt, the validation and correction of information in the EDVR should be accomplished per the provisions published in this manual. This manual is a complete revision and recommend it be reviewed in its entirety.


S. A. CONN

EDVRMAN
01 MAR 99

ENLISTED PERSONEL MANAGEMENT CENTER

ENLISTED DISTRIBUTION AND VERIFICATION REPORT

USERS' MANUAL (EDVRMAN)

EPMAC DOCUMENT NUMBER 1080#4 UM-01

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PREPARED BY: ENLISTED PERSONNEL MANAGEMENT CENTER
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REVISED PROCEDURES

This new edition of the EDVRMAN is a complete revision and should be reviewed in its entirety. The revisions are as follows:

Changed BUPERS (Pers codes) to the appropriate NAVPERSCOM (NPC codes).

Changed references from DFAS PAY/PERSONNEL PROCEDURES MANUAL to Defense Joint Military Pay System Training Guide (DJMS PTG).

Changed references from Source Data System Procedures Manual (SDSPROMAN) to Source Data System Personnel Procedures Guide (SDS PPG).

Changed various Military Personnel Manual (MILPERSMAN) article numbers to the appropriate conversion article number.

Revised the MAPMIS Decision Logic Table in its entirety.

ENLISTED DISTRIBUTION AND VERIFICATION REPORT
USERS' MANUAL (EDVRMAN)

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RECORD OF CHANGES

Changes to this manual will be published as changes occur. Effective with change 1, the short title and change number will appear in the upper outside margin of each page e.g., EDVRMAN Ch-1. The list of Effective Pages lists all pages and their change number. The List of Effective Pages is used to control the pages to be maintained in the manual and for verifying that the page is still effective. Control of the pages listed shall be by the page number at the bottom of each page e.g., 2-1.

RECORD OF CHANGES			
CHANGE NUMBER	DATE OF CHANGE	DATE ENTERED	BY WHOM ENTERED

ENLISTED DISTRIBUTION AND VERIFICATION REPORT MANUAL (EDVRMAN)

LIST OF EFFECTIVE PAGES

Page		Change	Page		Change	Page		Change
i	♦	0	5-2	♦	0	14-8	♦	0
ii	♦	0	6-1	♦	0	14-9	♦	0
iii	♦	0	6-2	♦	0	14-10	♦	0
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vi	♦	0	8-2	♦	0	14-13	♦	0
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viii	♦	0	9-1	♦	0	14-15	♦	0
ix	♦	0	10-1	♦	0	14-16	♦	0
1-1	♦	0	11-1	♦	0	14-17	♦	0
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2-1	♦	0	12-4	♦	0	15-1	♦	0
2-2	♦	0	13-1	♦	0	15-2	♦	0
2-3	♦	0	14-1	♦	0	15-3	♦	0
3-1	♦	0	14-2	♦	0	15-4	♦	0
3-2	♦	0	14-3	♦	0	15-5	♦	0
3-3	♦	0	14-4	♦	0	15-6	♦	0
4-1	♦	0	14-5	♦	0	15-7	♦	0
4-2	♦	0	14-6	♦	0			
5-1	♦	0	14-7	♦	0			

ENLISTED DISTRIBUTION AND VERIFICATION REPORT MANUAL (EDVRMAN)

SECTION 1. General Information

1.1 Discussion.

a. The EDVR is a monthly statement of an activity's enlisted personnel account. It lists all individuals assigned and provides:

- (1) A summary by distribution community of the present and future manning status of the activity.
- (2) A common reference for communicating manning status between an activity and its Manning Control Authority (MCA).
- (3) A statement of account for verification by the Personnel and Pay Services Unit Identification Code (PPSUIC) activity.
- (4) A permanent historical record of an activity's enlisted personnel account.

b. The EDVR is available to each activity by downloading it electronically from the EPMAC Bulletin Board System (BBS). Afloat units who have a requirement for distribution via the Streamlined Automated Logistics Tool Set (SALTS) must submit a request to EPMAC (Code 33).

c. Commands requiring access to EDVRs of other activities within their chain of command must either request them from the activity concerned or submit a request to EPMAC (Code 33). The request must identify the primary Unit Identification Code (UIC), the UIC of each activity requested, and must provide sufficient justification for data access.

1.2 Cover Page. The following information is displayed on the front and reverse cover page of the EDVR:

a. Activity Postal Address. The Activity Postal Address is displayed on the front cover. The address is available to Navy Personnel Command (NAVPERSCOM) and other manpower officials in the chain of command. If the address is incorrect, submit correct address via letter or message to EPMAC (Code 41).

b. Plain Language Address. The Plain Language Address (PLA) is displayed on the front cover. If the PLA is incorrect, submit correct PLA via letter or message to EPMAC (Code 41).

c. Activity Contact telephone numbers. Activity Contact telephone numbers are displayed on the reverse cover. These numbers are available to NAVPERSCOM and other manpower officials in the chain of command. If the telephone numbers listed are incorrect, report correct numbers per the DMRSMAN, or Source Data System Personnel Procedures Guide (SDS PPG).

d. EPMAC Placement Department telephone numbers. Placement Department telephone numbers, displayed on the reverse cover, are the telephone numbers for the Placement Officer, Assistant Placement Officer, and Readiness Placement Coordinator for your activity.

e. EPMAC Facsimile (FAX) telephone numbers. FAX telephone numbers are displayed on the reverse cover.

f. EPMAC Bulletin Board System (BBS). The telephone numbers to gain access to the EPMAC BBS are displayed on the reverse cover.

g. EPMAC Electronic Mail addresses. EPMAC ADMIN and EDVR E-Mail addresses are displayed on the reverse cover.

- h. Activity berthing data is displayed on the reverse cover (ships only).

1.3 Organization of EDVR. The EDVR is organized into twelve sections:

- a. EDVR sections 1 through 3 contain information that has been extracted from the account because it requires special attention or action by the activity. To assist activities in managing enlisted personnel, these sections also identify future personnel events. Additionally, EDVR section 3 contains an alphabetic listing of all enlisted members assigned to the activity.

- b. EDVR section 4 contains the total personnel account of the activity, including those members reflected in sections 1 through 3.

- c. EDVR section 5 contains the Personnel Status Summary.

- d. EDVR section 6 contains Distribution Navy Enlisted Classification Code (DNEC) Management.

- e. EDVR section 7 contains NEC Billet and Personnel Inventory.

- f. EDVR section 8 contains a list of individuals who are qualified in Navy Enlisted Classification Codes (NECs).

- g. EDVR sections 9 and 10 contain the Diary Message Summary and Duty Preference Listing, respectively.

- h. EDVR section 11 contains individual security data, citizenship code, involuntary extension months, Pay Entry Base Date (PEBD), Time in Rate (TIR), Advancement Effective Date, and FORMAN Status and Action Date.

- i. EDVR section 12 contains a listing of both officer and enlisted personnel in an embarked or Temporary Additional Duty (TAD) status to augment normal manning. This listing also includes commands that are embarked onboard another command.

- j. Exception. The EDVR for activity accounts with a MCA code of "X" (Others, Patients and Students) will not contain information in EDVR sections 1, 2 and 5 through 8. This type of account will only contain information in EDVR sections 3, 4, 9, 10, 11 and 12.

1.4 Accuracy of the EDVR. Manning and assignment decisions are based on information contained in the EDVR. It is extremely important that each activity keep its account up-to-date and accurate by reporting personnel events as they occur and correcting errors when identified.

- a. The verification procedures outlined in this instruction are applicable for all PPSUIC activities.

- b. Any discrepancies discovered in the EDVR should be brought to the attention of the PPSUIC activity responsible for personnel accounting.

1.5 Description of EDVR Sections. EDVR sections 1 through 3 list separately, members who are expected to report to the activity, to be detached from the activity, in a temporary duty status, in a deserter status, or who have been administratively dropped from Navy strength accounts. They eliminate the need to search for these categories of individuals within the activity's total account. These sections contain action statements which tell the activity what procedures to follow to keep the account up-to-date and where to find those procedures. Additionally, EDVR section 3 provides an alphabetic list of all members assigned to the activity. EDVR section 4 lists all members assigned to the activity by rating and NEC in alphanumeric sequence. EDVR sections 5 through 7 are numeric summaries provided for use by activity personnel managers. EDVR section 8 is a listing of all personnel who are qualified in one or more NECs. EDVR section 9 contains the Diary Message Summary. EDVR section 10 lists duty preferences that have been received and processed. EDVR section 11 contains individual security data, citizenship code, involuntary extension months, Pay Entry

Base Date (PEBD), Time in Rate (TIR), Advancement Effective Date, and FORMAN Status and Action Date on enlisted personnel assigned to the command. EDVR section 12 lists personnel that are TAD and/or embarked onboard a command. All sections are designed to help the activity accurately maintain its personnel account and to provide useful information to the activity.

1.6 Action. Sections 2 through 7 explain the purpose and intended use of the information provided in each EDVR section. Each section lists actions that are required to resolve account discrepancies. Data listed as "expired" requires immediate command attention. Data identified as "current" or "future" are displayed for planning purposes. The MAPMIS Decision Logic Table in Chapter 15 will assist you in resolving EDVR discrepancies. Careful attention must be paid to the "accounting period ending date" on the EDVR. Events or transactions applied after that date will not be reflected until the next EDVR. A situation may occur where data contained in the Source Data System (SDS) minimaster and EDVR are in conflict and the "accounting period ending date" for the EDVR indicates that a submitted transaction should have applied. Such a problem should be discussed with the SDS site manager to determine the appropriate action.

1.7 Forms.

a. The following forms are available in the Navy supply system and may be requisitioned per NAVSUP P-2002, Navy Stock List of Publications and Forms:

DD 4 (MAY 88), Enlistment/Reenlistment Document - Armed Forces of the United States

Pages 1 & 2 - S/N 0102-LF-000-0044
Page 3 - S/N 0102-LF-000-0040

DD 1966/1-4 (JAN 89), Record of Military Processing Armed Forces of the United States

Page 1 - S/N 0102-LF-006-1900 Page 2 - S/N 0102-LF-006-2100
Page 3 - S/N 0102-LF-006-2200 Page 4 - S/N 0102-LF-006-2300

NAVCOMPT 536 (Rev. 12-79), Standard Transfer Order, S/N 0104-LF-700-5367

NAVCOMPT 3051 (Rev. 2-70), Transmittal Letter, S/N 0104-LF-710-5101

NAVPERS 1070/601 (Rev. 9-87), Immediate Reenlistment Contract, S/N 0106-LF-010-6906

NAVPERS 1070/602 (Rev. 7-72), Dependency Application/Record of Emergency Data, S/N 0106-LF-018-6022

NAVPERS 1070/606 (Rev. 1-77), Record of Unauthorized Absence, S/N 0106-LF-010-6957

NAVPERS 1070/607 (Rev. 12-75), Court Memorandum, S/N 0106-LF-010-6961

NAVPERS 1070/613 (Rev. 10-81), Administrative Remarks, S/N 0106-LF-010-6991

NAVPERS 1070/621 (Rev. 9-87), Agreement to Extend Enlistment, S/N 0106-LF-018-6225

NAVPERS 1070/622 (Rev. 9-87), Agreement to Recall or Extend Active Duty,
S/N 0106-LF-018-6232

NAVPERS 1221/1 (Rev. 6-92), Navy Enlisted Classification (NEC) Code Change Recommendation, S/N 0106-LF-015-7500

NAVPERS 1306/63 (Rev. 10-86), Enlisted Duty Preferences, S/N 0106-LF-013-0917

OPNAV 5520/20 (Rev. 10-79), Certificate of Personnel Security Investigation, Clearance and Access, S/N 0107-LF-055-2101

b. The following form is available from the Federal Supply System through normal supply procurement procedures:

SF 88 (Rev. 03-89), Report of Medical Examination, NSN 7540-00-634-4038
(8" x 10-1/2")

c. The following form is a computer generated report listing all Billets Authorized. It may be obtained upon request to the Manpower Requirements and Authorization Division :

OPNAV 1000/2, Activity Manpower Document (AMD)

ENLISTED DISTRIBUTION AND VERIFICATION REPORT MANUAL (EDVRMAN)

SECTION 2. EDVR Section 1

2.1 Prospective Gains. EDVR section 1 lists all members under orders to report to the activity. For each member listed, column 3 of the EDVR contains the Unit Identification Code (UIC) of the activity to which the member is presently attached. Column 4 contains the Personnel and Pay Services Unit Identification Code (PPSUIC) for the activity to which the member is currently assigned. The PPSUIC is the UIC of a Personnel Support Activity Detachment or other organization that provides personnel and pay services to an activity. An activity's name can be obtained from Navy Comptroller Manual (NAVCOMPT Manual), Volume 2, Chapter 5. Within EDVR section 1, members are categorized as follows:

2.1.1 Expired Prospective Gains. Estimated Date of Arrival (EDA) is prior to the current month. These are members who should have already reported onboard, listed by the month in which they should have reported.

2.1.2 Current Prospective Gains. Members who are due to report onboard during the current month.

2.1.3 Future Prospective Gains. Members who are due to report onboard in future months listed by the month in which they are ordered to report.

2.2 Required and Recommended Actions:

2.2.1 Expired Prospective Gains. These members have an expired EDA. Review each transaction and take one of the following actions:

a. Member is onboard and the gain event/transaction has not been submitted. Submit gain event/transaction per reference (a), or (c) as appropriate.

b. Member is onboard and the gain event/transaction has been submitted. No action required. Member should appear in the next EDVR as onboard. If this change is not reflected in the next EDVR, verify the original gain event/transaction and resubmit.

c. Member is onboard but the gain event/transaction was submitted with a different name or Social Security Number (SSN) than that which appears on the EDVR as a prospective gain. Verify the name and SSN in the gain event/ transaction with the member's service record. If the gain event/transaction is in error, submit the correct event/transaction per reference (a), or per reference (c).

d. Member is not onboard and the command holds a record of order cancellation or modification. Send a message to the appropriate Assignment Control Authority (ACA). Cite the cancellation or modification authority, and request the prospective gain be removed from the activity EDVR.

e. Member is not onboard but an advance Standard Transfer Order (STO) or Standard Transfer Directive (STD) has been received. Compare the reporting date for the ultimate activity in the STO or STD with the EDA for the prospective gain in the EDVR. If the STO or STD shows a reporting month later than the EDA, send a message to the appropriate ACA to request a modification to the EDA in the EDVR. If the reporting date in the STO or STD and the EDA in the EDVR are the same month, then send a message to the last duty station, with a copy to all intermediate duty stations and the ACA, to request current status of the member. When applicable, submit a failed to report event/ transaction per SDS PPG, or reference (c) as appropriate.

f. Member is not onboard and no advance STO or STD has been received. Send a message to the last duty station, with a copy to the ACA, to request the current status of the member.

g. When the current activity, indicated by the UIC in column 3, is a student account at a Recruit Training Command or Service School Command, do not request status of the member by message until the ultimate reporting date in the STO or STD, if held, or the EDA in the EDVR is expired by at least 30 days. This exception is required in recognition of training setbacks and delays that may occur in self-paced courses of instruction.

h. When the last duty station confirms that the member was transferred as ordered but the member has failed to report per the STO or STD, submit a failed to report gain event/transaction per SDS PPG or reference (c) as appropriate. Comply with MILPERSMAN 1600-040 and 1600-060.

2.2.2 Current and Future Prospective Gains.

a. Verify the EDA with the ultimate duty station reporting date in the advance STO or STD.

b. When an advance STO or STD has not been received by the month following the transfer month listed in an assignment directive (message or Enlisted Personnel Action Document (EPAD)), request one from the transferring activity.

c. If an assignment directive, advance STO or STD has been received but the member is not listed in section 1 of the EDVR within a reasonable period of time, send a letter to the ACA to request action be taken to record the member as a prospective gain in the EDVR.

2.2.3 Verification of Distribution Navy Enlisted Classification (DNEC) Code and Inventory Navy Enlisted Classification (INEC). The system has a built-in DNEC to NEC inventory discrepancy flag process. This system will alert the activity on the need to verify the prospective gain's NEC inventory.

a. The system automatically looks for the NEC in which the member is distributed (DNEC) from the entire member's NEC inventory. If the member possesses the NEC or its principal, it will display as INEC1 or INEC2 on EDVR Column M. Principal and Component NEC relationships are discussed in Volume II (Navy Enlisted Classifications) of the Manual of Navy Enlisted Manpower Classifications and Occupational Standards (NAVPERS 18068F).

b. In the event the system cannot locate the NEC from the member's inventory, it will show the following DNEC to inventory discrepancies, a four position "flag" consisting of three asterisks and one of the numerical codes. In the event there is no identified training, three asterisks will be displayed without a numerical code.

CODE	ACTION
***1 (Satisfactory completion of a course of instruction (COI) is mandatory)	<p>1. Verify advance PCSTO/STD. If member is ordered training enroute, ensure satisfactory course completion and NEC is awarded upon reporting on board. If NEC is not in the member's inventory and member is not ordered to a mandatory COI enroute, contact appropriate detailer or EPMAC Readiness Coordinator listed in the reverse of front cover of the EDVR and request order modification for member to include COI prior to reporting on board.</p> <p>2. When member has already reported on board, verify service record for satisfactory course completion and submit a Navy Enlisted Classification (NEC) Change/Recommendation (NAVPERS 1221/1). If failed to satisfactorily complete COI, notify appropriate Readiness Placement Coordinator (RPC) for DNEC change or removal.</p>
***2 (Satisfactory completion of On-the-Job (OJT) and/or Formal COI is required).	<p>1. After member reports on board, submit NAVPERS 1221/1 to EPMAC Code 50 upon satisfactory completion of required OJT and/or formal COI in accordance with Volume II of NAVPERS 18068F. If member is not qualified or did not satisfactorily complete OJT or COI, notify EPMAC Code 50 and appropriate Readiness Coordinator for DNEC change or removal.</p>
***3 Completion of OJT required	<p>1. Submit NAVPERS 1221/1 to EPMAC Code 50 upon members satisfactory completion of required OJT/Job Qualification Requirement (JQR) (in accordance with Volume II of NAVPERS 18068F. If member is not qualified or did not satisfactorily complete OJT, notify EPMAC Code 50 and appropriate Readiness Coordinator for DNEC change or removal.</p>

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SECTION 3. EDVR Section 2

3.1 Prospective Losses. EDVR section 2 displays expired losses, current losses, and losses expected to occur within the next ten months as a result of transfer directives, Expiration of Active Obligated Service (EAOS), Projected Rotation Dates (PRDs), or High Year Tenure (HYT). Members whose status places them in more than one of these categories will display in each category as appropriate. Prospective losses are categorized as follows:

3.1.1 Losses Resulting from Transfer Directives. All members in this category have an Estimated Date of Loss (EDL) displayed in the EDVR. In addition to Permanent Change of Station (PCS) orders, these losses include approved retirement or transfer to the Fleet Reserve, selection for appointment to commissioned grade, and approved discharges prior to EAOS.

3.1.2 Losses Due to EAOS. All members will normally have a PRD established without regard to EAOS. However, replacement action will be based on either the PRD or the Estimated Date of Loss to the Navy (EDLIN) of the member, as record in MAPMIS, whichever is earlier.

3.1.3 Losses Due to PRD. Members listed in this category are due to rotate from the activity but have yet to be issued orders by the ACA.

3.1.4 Losses Due to HYT. HYT is the maximum amount of years a member is allowed to remain on active duty in any one paygrade. Once a member reached HYT, a request for a waiver to remain on active duty will be required. Members listed in this category are those who are approaching HYT and who have not requested a waiver, those who have requested a waiver and the waiver has been disapproved, those who have requested a waiver and are waiting results, or those who have requested a waiver and the waiver has been approved.

3.2 Specific Categories Within Section 2:

3.2.1 Expired Prospective Losses. EDL is prior to the current month. These are members who should have already detached from the activity. They are listed by the month in which they should have detached per the transfer directive.

3.2.2 Current Prospective Losses. Members who are under orders to transfer from the activity during the current month.

3.2.3 Future Prospective Losses. Members who are under orders to transfer from the activity within the next ten months listed by the month in which they are ordered to detach.

3.2.4 Expired EAOS. Members who should have already extended, reenlisted, separated or transferred for separation, listed by the month in which their EAOS expired.

3.2.5 Current EAOS. Members who must extend, reenlist, separate or transfer for separation during the current month.

3.2.6 Future EAOS. Members who must extend, reenlist, separate or transfer for separation within the next ten months listed by the month in which their EAOS will expire.

3.2.7 EAOS (with Extensions) Less Than PRD. Members whose EAOS is within one to ten months and the EAOS is less than PRD requires command action to: (1) adjust PRD to equal EAOS for non-careerists; and (2) determine reenlistment or extension intentions of careerists. Careerists are defined as those personnel in paygrades E-6 and below, who have completed over four years active service and are on a second or subsequent reenlistment, or personnel in paygrades E-7 thru E-9, regardless of the number of years active service. Members are listed in EAOS (plus extensions) sequence.

3.2.8 Expired and Blank PRD. Members with a PRD prior to the current month, or a blank PRD, who have not yet been ordered to detach.

3.2.9 Current PRD. Members with a PRD in the current month who have not yet been ordered to detach.

3.2.10 Future PRD. Members who are projected losses to the activity within the next ten months listed by the month of PRD.

3.2.11 High Year Tenure. Members approaching HYT who have taken action to request a waiver or who must take required action to request a waiver.

3.3 Required and Recommended Actions:

3.3.1 Expired Prospective Losses or Members with an Expired EDL. Review each transaction and take one of the following actions:

a. Member has detached and a loss event/transaction has not been submitted. Submit loss event/transaction per reference (a), or (c) as appropriate.

b. Member has detached and a loss event/transaction has been submitted. No action is required. If this change is not reflected in the next EDVR, verify the original loss event transaction and resubmit.

c. Member has detached under authority other than that cited event in the EDVR. Advise the ACA that issued the orders cited in the EDVR, stating the reason for non-compliance with the cited orders. Ensure that the proper loss event/transaction has been submitted.

d. Member not detached. Send a message to the ACA. State the circumstances and request instructions. This category includes members who have not detached because an order cancellation or modification has been received which invalidates the EDL cited in the EDVR.

3.3.2 Current and Future Prospective Losses. Upon receipt, review the assignment directive for command actions required by reference (b). Specific attention is directed to Article 24.05 of reference (b).

3.3.3 Expired EAOS. Review each transaction and take one of the following actions:

a. If a member has separated or transferred for separation, submit a loss event/transaction per reference (a), or (c) as appropriate.

b. If a member's EAOS is in error, use the error correction procedures outlined in MILPERSMAN 5040100, and reference (c).

c. If a member is retained beyond EAOS (for Convenience of the Government), submit a C26 event per SDS PPG, Part One, Chapter 4.

3.3.4 Current and Future EAOS.

a. Verify the EAOS in the EDVR with the service record. Correct errors using the error correction procedures outlined in MILPERSMAN 5040100, or per reference (a), or (c) as appropriate.

b. Members considered as careerists, as defined in paragraph 3.2.7 above, are charged against an activity's account until their PRD and not just EAOS. It is essential to determine the reenlistment or extension intentions of careerists whose EAOS is prior to PRD. Those careerists who indicate that they do not desire to reenlist or extend must be reported by message to the appropriate ACA (info EPMAC) as soon as possible after determination of the member's intent. Submit an Enlisted Manning Inquiry Report (EMIR), in accordance with chapter 26 of reference (b), if the member's EAOS is within four months and the loss will reduce manning below authorized NMP or BA (whichever is lowest).

c. For those "non-career" members whose PRD is less than EAOS initiate a message to the appropriate ACA (info appropriate EPMAC placement branch) requesting that the PRD be adjusted per chapter 3 of reference (b).

3.3.5 EAOS (with Extensions) Less Than PRD. This section is a listing of both careerists and "non-career" personnel whose EAOS (including extensions) is less than (prior to) their PRD. The following, in addition to other actions required by this section, shall be accomplished:

a. Members considered careerists. Determine reenlistment or extension intentions and comply with message reporting instructions in paragraph 3.3.4b above.

b. Members considered "non-career". Comply with chapter 3 of reference (b).

3.3.6 Expired PRD. The ACAs are responsible for resolving all expired or blank PRDs by adjusting them or by issuing orders. To assist a member in planning for a future transfer, each command must correspond with the appropriate ACA concerning all members with an expired PRD. Request either that orders be issued for transfer in a month that will provide sufficient advance notification to the individual or that the PRD be adjusted to a later date.

3.3.7 Current and Future PRD. Correspond with the ACA concerning those members whose PRDs are within three months of the current month. Request that either orders be issued for transfer in a month that will provide sufficient advance notification to the member or that the PRD be adjusted to a later date. Members should be advised of any change to their PRD and the importance of submitting up-to-date duty preferences.

3.3.8 High Year Tenure. Members must either request HYT waiver from NAVPERSCOM (NPC-814C), request Fleet Reserve or Retirement from NAVPERSCOM (NPC-823), or process for separation. Refer to OPNAVINST 1160.5 series for time limitations by pay grade and instructions in requesting a waiver for HYT.

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SECTION 4. EDVR Section 3

4.1 Personnel Onboard for Temporary Duty, in a Deserter Status, or Administratively Dropped from Navy Strength Accounts. EDVR section 3 lists members not appearing in EDVR sections 1 or 2 who are onboard the activity for temporary duty, members who remain on the activity account in a deserter status or who have been administratively dropped from Navy Strength Accounts. EDVR section 3 also lists alphabetically all members in the activity's personnel account regardless of status. This alphabetic list may be used instead of section 4 to verify the EDVR as described in section 5, paragraph 5.4, for MCA "X" accounts.

4.2 Categories:

4.2.1 DECLARED DESERTER. Accounting Category Code (ACC) 109 assigned only by the Navy Absentee Collection and Information Center (NACIC), Great Lakes, IL.

4.2.2 ADMINISTRATIVE DROPS. Personnel Administratively Dropped from Navy Strength Accounts, ACC 391 or 393.

4.2.3 TEM DU PSI. Programmed School Input, ACC 150. Members who have completed class "A" school and are temporarily assigned to the activity while awaiting a future school.

4.2.4 TEM DU FFA. For Further Assignment, ACC 320. Members who are temporarily assigned to the activity while awaiting orders from ACA.

4.2.5 TEM DU FFT. For Further Transfer, ACC 330. Members who are temporarily assigned to the activity under PCS orders and awaiting transfer to an ultimate duty station per a transfer directive.

4.2.6 DUINS/TEM DUINS STU. Student, ACCs 340-342. Members who are assigned to the activity for duty or temporary duty under instruction.

4.2.7 TEM DU. Other Temporary Duty, ACCs 350-352, 354-356, and 358. Members who are temporarily assigned to the activity for other than those specific categories in this section.

4.2.8 TEM DU PAT. Patient, ACCs 370-373. Members who are temporarily assigned to the activity while receiving medical treatment.

4.2.9 TEM DU SEP. Pending Separation Processing, ACCs 380-382. Members who are temporarily assigned to the activity while being processed for separation.

4.2.10 TEM DU DIS. Pending Disciplinary Action, ACCs 390-393. Members temporarily assigned to the activity who are awaiting disciplinary action or trial by court-martial, or who are confined in a military or civilian facility, or on appellate leave.

4.2.11 ALPHA LIST. A list of all members in alphabetical sequence. This section is provided for the activity's internal use.

4.3 Required and Recommended Actions:

4.3.1 Personnel Onboard in Temporary Duty Status, Except for TEM DU PSI. If applicable, use the availability report submission procedures in section 15 of reference (c). Establish an availability report tickler system and submit tracers per Article 20.064 of reference (b) when orders are not received within the proper time frame.

4.3.2 Personnel onboard for TEMDU PSI, ACC 150. Review each member's service record to ensure orders are present and that the member remains qualified for the school to which ordered.

4.3.3 Personnel in a Deserter Status. ACC 109 identifies members who remain on an activity's account in a deserter status. ACC 109 is assigned by NACIC, upon receipt of a message declaring a member a deserter. Declared deserters will remain in this accounting category until they are reported as returned to military control at which time NACIC will adjust the ACC to reflect the correct onboard status. Personnel declared a deserter are returned to their parent command per the guidelines in MILPERSMAN 1600-060. Deserter personnel will be reflected on the command's EDVR for a period of one year from the date of unauthorized absence at which time they will be automatically transferred to the NAVPERSCOM Deserter Account (UIC 41104) for accounting purposes. Personnel in ACC 109 are not counted as onboard strength and are not charged against the activity's manning.

4.3.4 Personnel Administratively Dropped from Navy Strength Accounts. Identifies members who have been administratively dropped from Navy Strength Accounts as a result of a convening authority approval of a Bad Conduct or Dishonorable Discharge even though the member remains in military confinement or on appellate leave. Policy and procedures for Navy appellate leave cases are contained in BUPERSINST 1900.9 series. Reporting requirements are contained in the SDS PPG and reference (c).

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SECTION 5. EDVR Section 4

5.1 Total Personnel Onboard in Distribution Community Sequence. EDVR section 4 lists all enlisted personnel in the activity's personnel account except for those in a deserter status (ACC 109) and personnel who have been administratively dropped from Navy Strength Accounts (ACC 391 or 393). When a member also appears in EDVR sections 1, 2, or 3 (less the alphabetic listing in EDVR section 3), that section number is displayed in column 2 of EDVR section 4.

5.2 Distribution (Rating and NEC) Communities. Distribution (rating and NEC) communities are defined in Article 1.021 of reference (b). NECs that have been designated as distribution communities are listed in figure 1G of reference (b). In general, members are listed alphabetically by pay grade within their distribution community. Distribution communities are listed alphabetically by rating abbreviation with NEC communities listed at the end of the section. However, NEC communities which are related to one rating or group of ratings will be placed immediately following that rating or group of ratings.

5.3 Numeric Summary. Following the listing of members for each rating or NEC community is a numeric summary by pay grade, of the members in that community who are onboard and projected to be onboard for the next nine months. Additionally, those pay grades that are followed by "T" indicates TAR billets and those followed by "S" indicates SAM II billets. Included in the summary is the number of requisitions for that community. (See Section 6, paragraphs 6.2.9 through 6.2.12 for an explanation of requisitions.) At the end of each activity's account is a numeric summary by pay grade of all members who are onboard and projected to be onboard for the next nine months.

5.4 Required and Recommended Actions. EDVR section 4 will be used by the PPSUIC activity every month to verify all items listed in column 4 (Verify Remarks) as outlined below.

5.4.1 What to Verify. All data in the columns listed under Verify Remarks (column 4) against the documents referenced in the MAPMIS Decision Logic Table, Section 15.

5.4.2 EDVR in Error. Where data in the new EDVR is in error, submit corrections per section 15. Do not send copies of annotated or corrected EDVRs to either EPMAC or NAVPERSCOM.

5.4.3 Review All Submissions. Review all events/transactions submitted to verify that they have correctly applied. If an event/transaction is not reflected in the new EDVR, verify the event/transaction for accuracy of content and for proper method of submission. Refer to references (a), or (c) as appropriate. One of the following corrective actions is required:

- a. If the event/transaction was properly submitted, resubmit the event/transaction.
- b. If the original event/transaction submission was in error, resubmit the event/transaction using the correct information.
- c. If the event/transaction required submission of a NAVPERS document instead of a SDS or DMRS event/transaction, submit the proper NAVPERS document.

5.4.4 Review NAVPERS Documents. Review all NAVPERS documents in the NAVPERS suspense file against the EDVR to verify that changes have applied. When changes reported by a NAVPERS document are not reflected in the EDVR within 60 days and receipt of the transmittal has been acknowledged, follow up per reference (a).

5.4.5 Personnel deleted from the new EDVR. When a member who is onboard is deleted from the EDVR without any action by the activity to cause the deletion, notify EPMAC (Code 43) by letter or message. State all known facts and request that the member be regained to the account.

5.4.6 Personnel appearing in the new EDVR in an onboard status. If a member is not actually onboard and a gain event/transaction has not been submitted by the activity, notify EPMAC (Code 43) by letter or message. State all known facts and request that the member be deleted from the account.

5.4.7 Verification Completed. When verification of the EDVR is complete, submit a MEMO transaction in the DMRS certifying that the report has been verified as required by reference (c).

5.5 Monthly Accounting Period Ending Date for the EDVR. An enlisted Accounting Period Ending Date for each month is established before the EDVR is produced. This date will fall on Tuesday of the last full week of each month. Events/transactions submitted after each month's Accounting Period Ending Date will not be reflected until the next EDVR.

5.6 Recommended EDVR Maintenance Procedures for PPSUIC Activities. Because of different reporting modes and local capabilities, each activity must determine the most effective method of validating the information in the EDVR. Submit corrections as they are discovered. Validation procedures must ensure that personnel changes submitted on NAVPERS documents, transactions submitted via the DMRS or events submitted via SDS have updated the enlisted master personnel files. Follow-up and correction procedures must be accomplished per the following:

- a. SDS and NAVPERS document sources. Comply with follow-up procedures specified in reference (a) or SDS PPG as applicable.
- b. DMRS source data. Comply with correction procedures in Sections 14 and 15 of this manual.

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SECTION 6. EDVR Section 5

6.1 Personnel Status Summary. EDVR section 5 is a numeric summary of the activity personnel account showing Billets Authorized (BA), M-day plus 1 month (M+1), the Navy Manning Plan (NMP), and a summary of members onboard and Projected on Board (POB). Each page of the report contains the title of the section and activity information. The activity information shown is:

- a. UIC. This is the activity's Unit Identification Code as used in MAPMIS.
- b. The Activity Name.
- c. Composite. Identifies the activity's composite.

6.1.1 NMP Rule. A two-position code that identifies the rules that are applied to the calculation of NMP for each rating at the activity.

a. First Position. A first position of "9" indicates the NMP for the rating was calculated on a fair share basis. A first position of "2" indicates that the NMP was directed to equal billets authorized, pay grade for pay grade.

b. Second Position. The second position indicates a rating's authorized manning priority as defined by OPNAVINST 1000.16 series. "0" means no priority. "1" or "2" means CNO priority 1 or 2 manning has been authorized by the CNO. "3" means that CNO priority 3 manning has been authorized by the Manning Control Authority (MCA).

6.2 Column Information.

6.2.1 Rate or NEC. The distribution communities, identified by rating or NEC, for which the activity has billets authorized or personnel assigned listed in the same sequence as EDVR section 4. Pay grades are displayed within each community. At the end of each rating or NEC there is a total of all pay grades within the community. When there is only one pay grade within the community, no total is displayed. An activity summary is displayed after the last rating or NEC community in the section. This activity summary totals each pay grade across all communities and displays a grand total for the activity.

6.2.2 NMP Rule. A two-position code that identifies the rules applied to the calculation of NMP for this rating or NEC community. For TAR billets a "T" will precede the NMP Rule.

a. First Position. A first position of "1" indicates a directed manning level established by the MCA. A first position of "2" indicates that the NMP was directed to equal billets authorized, pay grade for pay grade. A first position of "9" indicates the NMP for the Rating/NEC was calculated on a fair share basis. Fair share calculation is described in Article 1.022 of reference (b).

b. Second Position. The second position indicates priority manning in the same manner as the NMP rule described in paragraph 6.1.1b above.

6.2.3 Current Billets Authorized BA (date). The activity authorizations that are effective in the current month.

6.2.4 Current M+1 (date). The activity mobilization billets that are currently effective at M-day plus one month.

6.2.5 P-9 M+1 (date). The current activity mobilization billets projected nine months in the future.

6.2.6 P-9 BA (date). The activity authorizations that will be effective at nine months in the future.

6.2.7 P-9 NMP (date). The NMP projected nine months in the future for each distribution rating. An asterisk will appear immediately to the right of the P-9 NMP total if this total has changed during the accounting period.

6.2.8 Current on Board. COB (date) - The number of members that are onboard and assigned to the distribution rating in the month indicated. This column displays the current personnel strength of the activity.

6.2.9 Projected on Board. POB-1 (date) through POB-9 (date) - The personnel strength of the activity, month by month, for the next nine months. NAVPERSCOM, MCA and EPMAC personnel managers use this information to measure the manning posture of the activity through the next nine months. The P-9 NMP minus POB-9 determines how many additional personnel will be required for the activity to bring its onboard strength to the NMP level. These requirements are known as requisitions and are generated by the Enlisted Personnel Requisition System (EPRES). EPMAC forwards requisitions to NAVPERSCOM (NPC-40) twice each month.

CAUTION - ALL PLANNED LOSSES ARE CONSIDERED IN COMPUTING POB-9 WHILE ONLY CURRENTLY IDENTIFIED PROSPECTIVE GAINS ARE CONSIDERED. THIS CAUSES POB-9 TO BE A PESSIMISTIC FIGURE.

6.2.10 "N" Requisitions. The quality and quantity of personnel required to bring a distribution rating from TOTAL POB-9 to TOTAL P-9 NMP. When the "N-RQN" column contains a negative number, it indicates the number of requisitions, by pay grade, which must be filled to bring the rating from its POB-9 strength to TOTAL P-9 NMP. If the number is positive (no negative sign), it indicates by pay grade the number of personnel who will be onboard at P-9 in excess of the P-9 NMP. If no information is displayed under the "N-RQN" column, the rating has no P-9 NMP requisitions or excesses.

6.2.11 "P" Requisitions. The quality and quantity of personnel required to bring the rating's strength by pay grade when paygrade balance is greater than plus and or minus one of the NMP. A rating may be manned at total NMP but not have the proper strength by pay grade. The "P" requisition identifies personnel needed to achieve the NMP pay grade structure (within plus or minus one pay grade). Since the "P" requisition indicates a need to achieve a specific pay grade structure after the rating has achieved its total NMP, there must be a "P" excess for every "P" requisition. The "P" excess identifies the pay grade which would become in excess to NMP if the "P" requisition were filled.

6.2.12 "A" Requisitions. The quality and quantity of personnel required to bring a rating from TOTAL NMP to TOTAL BA (billets authorized) assuming all "N" requisitions have been filled. "A" requisition created only when total POB is less than total BA and total NMP is less than total BA. When "A-RQN" column contains a negative number, it indicates the number of requisitions by pay grade which must be filled to bring the rating from TOTAL P-9 NMP to TOTAL P-9 BA. If the number is positive (no negative sign), it indicates by pay grade the number of personnel who will be onboard at P-9 in excess of the P-9 billets authorized. If no information is displayed under the "A-RQN" column, the rating does not have any excesses or vacancies to P-9 billets authorized other than those identified as "N" requisitions or excesses.

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SECTION 7. EDVR Section 6

7.1 Navy Enlisted Classification (NEC) Billets Authorized. EDVR section 6 is a listing of NECs by rating for which the activity has billets authorized.

7.2 CNO Billets Authorized Revision Number (Except MCA "X" Accounts). This section shows the revision number of the most current Billets Authorized contained in the Total Force Manpower Management System (TFMMS).

7.3 Defining Columns. The information displayed in each of the columns is:

7.3.1 DIST COMM. Will appear only when the Distribution Community does not equal rate abbreviation, i.e., BA requires closed loop NEC community such as 9580 - Command Master Chief Billet, 9545 - Security Billet.

7.3.2 RATE ABBR. Actual rating to which the billet was written.

7.3.3 CNO BA. This column is the number of billets authorized for a rate or rating within the time frame of current month through twelve months in the future. Only the current month through nine months in the future is shown on the report. If the billets authorized is effective ten through twelve months in the future, the date the billet will become effective will be posted in the effective date column.

7.3.4 NEC/NEC. These columns indicate what NECs are required and the CNO BA indicates how many are authorized.

7.3.5 FAC. Functional Area Codes (FACs) are part of the billet writing process and are used to describe personnel and billet requirements, i.e., FAC "I" indicates Instructor Billet, FAC "G" indicates General Billet. Refer to OPNAVINST 1000.16 series for any questions concerning FAC Codes.

7.3.6 P1 Through P9. These columns indicate the CNO BA for month and year indicated.

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SECTION 8. EDVR Section 7

8.1 NEC Billet and Personnel Inventory. EDVR section 7 is a listing of NECs by rating for which the activity has billets authorized and reflects the totals for personnel distributed from the current month through nine months in the future. The information displayed in each of the columns is:

8.2 DIST COMM. Will appear only when the Distribution Community does not equal rate abbreviation, i.e., BA requires closed loop NEC community such as 9580 - Command Master Chief Billet, 9545 - Security Billet.

8.2.1 RATE ABBR. This column indicates the actual rating to which the billet was written and the actual rating that is distributed to the NEC requirement.

8.2.2 NEC DNEC/NEC DNEC. These columns list the NEC requirements in numerical sequence, not necessarily in primary and secondary position as reflected in EDVR section 6.

8.2.3 CUR BA/P-9 BA. Indicates the current and projected CNO billet requirements for the required NECs.

8.2.4 POB1 Through POB9. Indicates the number of personnel distributed to the required NEC through the nine month projection.

8.2.5 PCT POB. This column indicates the percentage of manning to the authorized NEC.

8.3 Distribution Navy Enlisted Classification Code (DNEC) Management.

8.3.1 DNEC as a Distribution Tool. The DNEC is a distribution tool used to match an individual's NECs, as displayed in the MAPMIS Enlisted Master Record (EMR), to a command's authorization for an NEC. Dual NEC requirements are to be treated as a single entity in the NEC accounting procedure.

8.3.2 Guidelines for Assignment of DNEC. The guidelines established for the assignment of a DNEC are as follows:

a. A command must have an authorization for an NEC or dual NEC, as displayed in EDVR section 6 of your command's EDVR, before an individual can be assigned the DNEC.

b. An individual who holds a principal NEC in their inventory may be distributed to a component NEC where required. Inventory refers to EDVR section 8, NEC1 through NEC5.

c. A DNEC assignment will normally reflect previously earned NECs as contained in the individual's inventory except as follows:

(1) Course of Instruction (COI) NECs: Assignment will be made if the required training will be completed by the individual enroute to the new command or a returnable school quota has been obtained by the command.

(2) On-the-Job Training (OJT) NECs: Assignment will be made if training enroute is unavailable and the individual is being assigned to fill that skill requirement per the NEC required by the enlisted requisition, or at the command's request.

d. The enlisted detailer will assign the initial DNEC as a mandatory part of the order writing process. The enlisted detailer will also be responsible for all modifications to DNEC assignment while the individual is in a prospective gain (PG) status.

e. Once an individual has reported onboard for duty all DNEC change requests will be forwarded to the Enlisted Personnel Management Center, New Orleans, LA via a SDS event or DMRS transaction; or an NEC Discrepancy Report to the Readiness Placement Coordinator (RPC) code identified on the first page of the EDVR. Closed loop or special program NECs (e.g., 33XX, 53XX, 82XX, 9580) will be directed to NAVPERSCOM for action.

f. Requests for the removal of a DNEC which would take the command below Billets Authorized (BA) for that NEC will not normally be approved if the individual is still qualified to hold the NEC.

g. DNEC requests for which the command has no authorization will not normally be approved.

h. All DNEC change requests addressed to EPMAC must include a justification.

i. DNEC change requests for individuals within nine months of their PRD will not be considered.

8.4 Responsibilities for Assignment of DNECs. The responsibilities for the assignment of DNECs are as follows:

8.4.1 Assignment of DNECs. Navy Personnel Command (NAVPERSCOM) and Naval Reserve Personnel Center (NAVRESPERSCEN) will make the initial assignment of the DNEC as a mandatory element of the order writing process using the guidelines established in article 8.3.2d above. This is done on the assumption that the individual will be employed in the skill and the NEC coincides with the NEC requirement displayed in the enlisted requisition. It also ensures that future assignments of personnel to the command will not exceed their authorized BA for that NEC. NAVPERSCOM and NAVRESPERSCEN will approve or disapprove all DNEC change requests for PGs, closed loop and special program NECs only.

8.4.2 Approval of DNECs. EPMAC will approve or disapprove all DNEC requests once an individual has been diared onboard for duty. EPMAC Readiness Placement Coordinators (RPCs) will review all commands for DNEC or NEC discrepancies and assist commands in correcting these deficiencies.

8.5 Verification.

a. Upon receipt of the monthly EDVR, the activity will verify actual NEC qualifications and the validity of the assigned DNEC of enlisted personnel on board in relation to:

(1) The NEC authorized in the Activity Manpower Document (AMD), and its latest revision as contained in EDVR Section 6.

(2) The individual's actual qualifications against the member's field service record and EDVR sections 4 and 8.

b. If the NEC or its principal is not held in the inventory, three asterisks and a numerical code (See Section 2, paragraph 2.2.3b for explanation of these codes) will appear in the INEC columns indicating that local verification of the member's qualification in accordance with Volume II of the Manual of Navy Enlisted Classification Standards (NEC Manual) NAVPERS 18068F is necessary and the command is required to take the following actions to correct the discrepancy:

(1) If field records indicate that the individual is qualified to hold the NEC, submit NAVPERS 1221/1 in accordance with NAVPERS 18068F Vol II (NEC Manual) with appropriate documentation to EPMAC Code 50 for NEC Award.

(2) If field records indicate that the individual is not qualified, submit an SDS E31 Event or DMRS DNEC Transaction for DNEC change or removal.

(3) If the member is undergoing On-the-Job-Training (OJT), advise EPMAC (Code 50) of progress and the estimated OJT completion date.

8.5.1 Discrepancies. To report discrepancies use the following procedures:

- a. Discrepancies in closed-loop or special program NECs are directed to the appropriate Assignment Control Authority.
- b. Modifications to PCS orders for correction of DNEC are directed to the appropriate Assignment Control Authority.
- c. All other changes are directed to EPMAC Readiness Placement Coordinators (RPC).
- d. NEC discrepancies in a command's Activity Manpower Document, should be corrected per OPNAVINST 1000.16 series.

8.5.2 Review . During a tour of duty, an individual may become qualified in additional NECs through either formal COI or OJT experience or may lose skills previously identified by an NEC. In addition to the award or removal of an NEC, each command must review an individual's DNEC to ensure that the DNECs are an accurate reflection of the individual's employment. All requests for changes based on new qualifications, school quota changes, or changes in employment (within established criteria) will be submitted to EPMAC Code 50 and to respective Readiness Placement Coordinator (RPC) via message.

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SECTION 9. EDVR Section 8

9.1 NEC Inventory Section. EDVR section 8 will list all personnel onboard who have NECs. The file will only show five NECs currently listed in MAPMIS EMR and the current DNEC assignments.

9.2 Defining Columns.

9.2.1 ACT RATE. This column will indicate the member's actual rate.

9.2.2 NAME. This column will only display the first 12 letters of the member's name.

9.2.3 SSN. The member's social security number as reported.

9.2.4 DNEC 1/DNEC 2. These columns will indicate the DNEC the member is currently assigned.

9.2.5 NEC1 through NEC 5. These columns will show what NECs a member currently holds in inventory according to the MAPMIS EMR.

9.2.6 DUTY STAT. A three-position numeric code which indicates the member's current onboard status, or a two position alphabetic code which indicates the member is a prospective loss or a prospective gain to an activity.

9.2.7 DATE RECD. This will indicate when the member was received onboard or the date a member is a prospective gain.

9.2.8 EDA/EDL. Estimated Date of Arrival or Estimated Date of Loss.

9.2.9 PRD. This is the member's Projected Rotation Date.

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SECTION 10. EDVR Section 9

10.1 Officer and Enlisted Diary Message Summary. EDVR Section 9 lists the name, SSN, rank or rate, Transaction Code (TAC), change description, date of occurrence, and date-time-group of each officer and enlisted DMRS transaction that was reported for that UIC during the month. Transactions that contained errors may not be listed because they were rejected for research by EPMAC. If your activity is charged with personnel accounting responsibility (PPSUIC), this report also contains a list of all date-time-groups of messages received by EPMAC during the month and any messages from the previous month that were received after that month's cut date. SDS events, unless they are specific to EPMAC (i.e., FORMAN Requests, SRB Requests, Sailing transactions, etc.), are not processed at EPMAC and therefore, are not listed in EDVR section 9.

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SECTION 11. EDVR Section 10

11.1 Duty Preference Listing. EDVR section 10 is in four parts and reflects the encoded duty preferences, as recorded in the NAVPERSCOM Data Base. This listing is intended strictly for verification purposes. It reflects duty preferences recorded within NAVPERSCOM and should be reviewed to verify that they are the duty preferences submitted by the member. A new NAVPERS 1306/63, Enlisted Duty Preferences, should be submitted if the recorded duty preferences are incorrect or if new duty preferences are desired by the member. Not all activities will receive EDVR section 10 every month; it will be provided only when NAVPERSCOM furnishes EPMAC with duty preference information.

11.2 Breakdown of Section 10. The 4 parts of section 10 are:

11.2.1 Notification of PRD or EAOS 10 Months from Current Date. The personnel listed in Part 1 should submit a new NAVPERS 1306/63, Enlisted Duty Preferences within one month if existing preferences are: (1) blank; (2) are incorrect and need to be changed; (3) or, if new preferences are desired to be entered. Preferences should be coded by the individual, using codes from Chapters 2 and 25 of reference (b).

11.2.2 Duty Preference Verification Listing. Part 2 is a listing of personnel who have submitted a NAVPERS 1306/63, Enlisted Duty Preferences, within the last 3 months. These preferences are listed as they appear in the NAVPERSCOM Master File. Some codes may have been changed in order to reflect new, more specific homeport codes as published in Chapters 2 and 25 of reference (b). Correct any discrepancies by resubmission of NAVPERS 1306/63.

11.2.3 Identification of Personnel Reaching Active Duty Service Date (ADSD) plus 18 Months. Personnel listed in Part 3 are those first term personnel reaching the 18 month point of their enlistment. A group presentation should be conducted by the Command Retention Team with the personnel listed in attendance. Pertinent program information should be presented at this time, followed by appropriate personalized counseling per Chapter 2 of NAVPERS 15878, Retention Team Manual.

11.2.4 Duty Preference on File. Part 4 identifies personnel who have a duty preference on file and the date of the duty preference.

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SECTION 12. EDVR Section 11

12.1 Security and Data Validation Section. EDVR section 11 displays security, citizenship, involuntary extension months, Pay Entry Base Date (PEBD), Time-in-Rate (TIR), Advancement Effective Date, and FORMAN Status and Action Date. If any portion of the security data on an individual changes from the previous EDVR, an asterisk will appear immediately after the grant date as a "flag" to verify the changed information. If any of the other items in this section has changed from the previous EDVR, an asterisk will appear immediately after the information that changed.

12.2 Personnel Security Data. The security data consists of a 15-position code displayed immediately after the member's name, social security number and rate. The security information reflects the most recent security investigation, the current clearance authorized by Department of the Navy Central Adjudication Facility (DON CAF), the date the clearance was granted and the highest level of clearance for which the individual is eligible. All security data for the EDVR is provided to the NAVPERSCOM master database by the DON CAF database. Correct errors by submitting OPNAV Form 5510/413 to DON CAF. A Grant Date of '870701' is a computer-generated date and is not an error. DON CAF provides a current date each time it grants or recertifies a security clearance or eligibility and is unable to 'back-date' information. Security data in the EDVR may be used to grant an interim security while awaiting Department of the Navy Central Adjudication Facility (DON CAF) action. This security data is broken down into the following five different categories:

12.2.1 TYP. The most recent type of Personnel Security Investigation which has been completed on the member.

<u>CODE</u>	<u>DEFINITION</u>
1	Entrance National Agency Check (ENTNAC)
2	National Agency Check (NAC)
3	NAC plus written inquiries (NACI)
4	Background Investigation (BI)
5	Special Background Investigation (SBI)
6	NAC plus 10 years of service (obsolete)
7	NAC plus Special Investigative Inquiry (SII)
8	ENTNAC plus SII
9	Interview oriented BI (IBI)
0	Single Scope Background Investigation (SSBI)
A	Expanded NAC
B	Local Records Check (LRC) plus NACI requested
C	NACI requested
D	NAC (or NACI) plus BI or IBI requested
E	NAC plus SBI requested
F	BI/IBI (10 year scope)
G	Periodic reinvestigation of (PR) BI/IBI
H	NAC plus partial SBI
I	Character investigation (IRS)
J	Periodic reinvestigation of SBI/SSBI
K	Limited Background Investigation (LBI) by OPM
L	Minimum Background Investigation (MBI) by OPM
M	SBI plus current NAC
N	NACI plus current NAC
O	SII
P	IBI/BI plus current NAC
Q	MBI plus current NAC

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<u>CODE</u>	<u>DEFINITION</u>
R	LBI plus current NAC
S	SBI plus current BI/IBI
T	IBI/BI requested
U	Other
V	SBI requested
W	LRC
X	MBI expanded
Y	LBI expanded
Z	NACI plus SII
#	Periodic Reinvestigation - Secret

12.2.2 INVEST DATE. The date the member's most recent personnel security investigation was completed in YYMMDD format.

12.2.3 ELIG. The highest security clearance the member is eligible for based on the results of a Personnel Security Investigation.

<u>CODE</u>	<u>DEFINITION</u>
A	No clearance - investigation reopened
B	SCI denied - ineligible for clearance
C	Confidential
D	Clearance denied
E	Interim Confidential
F	CI revoked - ineligible for clearance
G	Secret - SCI denied
H	Secret - SCI revoked
I	Clearance pending - investigation reopened
J	No clearance required - file created
K	Eligible for SCI with waiver
L	Restricted to non-sensitive duties or not eligible for sensitive duties (civilians only)
M	Top Secret only - SCI revoked
N	Top Secret only - SCI denied
O	Interim Secret
P	Interim Top Secret
Q	No clearance or access required - favorable investigation
R	Clearance revoked
S	Secret
T	Top Secret
U	Interim SCI (for office of Naval Intelligence (ONI) or Naval Security Group (NSG) only)
V	Top Secret - SCI eligible
W	Top Secret - SCI requires adjudication
X	Action pending
Y	Pending final adjudication or access suspended
Z	Adjudicative action incomplete due to loss of jurisdiction
1	LAA Confidential
2	LAA Secret
3	Pending reply to Letter of Intent (LOI) or Statement of Reasons (SOR)
4	Clearance administratively withdrawn
5	Position of Trust (No clearance required)
6	SCI Denied (No clearance determination) (ONI and NSG use)
7	SCI Revoked (No clearance determination) (ONI and NSG use)

12.2.4 AUTH. The current security clearance of the member as authorized by DON CAF.

<u>CODE</u>	<u>DEFINITION</u>
A	No clearance - investigation reopened
B	SCI denied - ineligible for clearance
C	Confidential
D	Clearance denied
E	Interim Confidential
F	SCI revoked - ineligible for clearance
G	Secret - SCI denied
H	Secret - SCI revoked
I	Clearance pending - investigation reopened
J	No clearance required - file created
K	Eligible for SCI with waiver
L	Restricted to non-sensitive duties or not eligible for sensitive duties (civilians only)
M	Top Secret only - SCI revoked
N	Top Secret only - SCI denied
O	Interim Secret
P	Interim Top Secret
Q	No clearance or access required - favorable investigation
R	Clearance revoked
S	Secret
T	Top Secret
U	Interim SCI (ONI or NSG only)
V	Top Secret - SCI eligible
W	Top Secret - SCI requires adjudication
X	Action pending
Y	Pending final adjudication or access suspended
Z	Adjudicative action incomplete due to loss of jurisdiction
1	LAA Confidential
2	LAA Secret
3	Pending reply to Letter of Intent (LOI) or Statement of Reasons (SOR)
4	Clearance administratively withdrawn
5	Position of Trust (No clearance required)
6	SCI Denied (No clearance determination) (ONI or NSG use)
7	SCI Revoked (No clearance determination) (ONI or NSG use)

12.2.5 GRANT DATE. The date the member was granted current security clearance in YYMMDD format. A Grant Date of '870701' is a computer-generated date and is not an error. DON CAF provides a current date each time it grants or recertifies a security clearance or eligibility and is unable to 'back-date' information.

12.3 Citizenship (CITZ). The citizenship data is a two-position alphabetic code identifying the member's citizenship. Currently citizenship changes are effected via SDS event or DMRS transaction. Below is a listing of citizenship codes and their definitions:

<u>CODE</u>	<u>DEFINITION</u>
CA/ BLANK	U.S. citizen by birth in the U.S. ("U.S." means the continental U.S., Alaska, Hawaii, Puerto Rico, Guam and the Virgin Islands of the U.S.)
CB	U.S. citizen by naturalization, derivative (U.S. citizenship acquired while under age 18 through the naturalization of one or both parents.)
CC	U.S. citizen by birth, derivative. (Citizenship acquired at birth outside the U.S. of parents, one or both of whom were U.S. citizens at time of member's birth.)
CD	U.S. citizen by naturalization. (A person born outside the U.S., who has completed naturalization procedures and has been admitted to U.S. citizenship by duly constituted authority.)

CODE	DEFINITION
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AY	U.S. national. (A person who, though not a citizen of the U.S., owes permanent allegiance to the U.S.) (Persons born, in American Samoa or Swains Island on or after formal acquisition of such possessions, of parents both of whom are nationals, but not citizens of the U.S., who have had a residence in the U.S. or one of its outlying possessions prior to the birth of such person.)
NY	Alien. (A person who is neither a citizen nor national of the U.S.)
ZZ	Citizenship unknown. Commands holding members of unknown citizenship must verify the member's true citizenship status and ensure that the transaction in the EDVR is corrected as quickly as possible.

12.3.1 Source Documents. DD 1966, Record of Military Processing-Armed Forces of the United States NAVPERS 1070/601, Immediate Reenlistment contract, and page 13 of the Enlisted Service Record. References: MILPERSMAN 1070-220, SDS PPG.

12.4 Involuntary Extension (INVOL EX). This is the two-digit number of months which indicates the amount of time a member will be extended involuntarily beyond expiration of enlistment date, or RAD date. Blank indicates none. MILPERSMAN 1050155 provides circumstances and policy concerning a member being involuntarily extended.

12.5 Pay Entry Base Date (PEBD). The Pay Entry Base Date (YYMMDD) is used to determine when a member is entitled to increased basic pay. See Part One of the Department of Defense Financial Management Regulations (DODFMR) Volume 7A for policy concerning service creditable for basic pay purposes and procedures for computing the PEBD.

12.6 Time in Rate (TIR) YYMMDD. The Time in Rate date is used to determine eligibility for advancement for the next higher rate. Chapter III of the Advancement Manual BUPERSINST 1430.16 series gives policy and procedures for verifying and correcting TIR.

12.7 Advancement Effective Date (ADVANCE EFF DATE) YYMMDD. This is the actual date that the member was advanced to their present paygrade. See Chapter III of the Advancement Manual BUPERSINST 1430.16 series for determination of correct effective date of advancement.

12.8 FORMAN Status Indicator Code/Date. The status code and date (YYMMDD) of the most recent change to member's FORMAN request.

CODE	DEFINITION
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0	NAVPERSCOM actively working on member's request.
1	NAVPERSCOM waiting for quota.
2	Exercised reservation. Member reenlisted or converted.
3	Independent Extension Request.
4	Hold until monthly update in order to evaluate if record is eligible to be actively worked.
5	NAVPERSCOM rejected or disapproved request.
6	Member Separated.
7	NAVPERSCOM approved request and assigned reservation.
8	NAVPERSCOM has incomplete data. Some required information has not yet been provided by the field. Therefore, the processing of member's request cannot begin.
9	Cancelled request.
C	Completed.
D	NAVPERSCOM rejected or disapproved request.
E	Error with Enlisted Management Community (EMC) - (NAVPERSCOM use only)
F	NAVPERSCOM disapproved Special Separation Benefit (SSB) request.
H	NAVPERSCOM approved request.
I	NAVPERSCOM approved SSB request.
R	NAVPERSCOM actively working on member's request.
S	NAVPERSCOM working SSB request.
V	NAVPERSCOM actively working on member's request.
X	Member executed approved request.
Y	NAVPERSCOM approved VSI/SSB, but member did not execute.
Z	Member separated and executed SSB request.

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SECTION 13. EDVR Section 12

13.1 TAD and Embarked Personnel. EDVR section 12 is a report of officer and enlisted personnel absent on sailing, embarked, and assigned to the activity for temporary additional duty to augment normal manning. EDVR section 12 also contains a listing of units, foreign military and civilians embarked in a ship. This section is updated from information submitted by the activity via SDS events or DMRS transactions. Strict adherence to the verification requirements of this report is essential. The information is used by personnel managers to quickly determine non-ship's company and units embarked, personnel assigned for TAD to augment normal manning and ship's company personnel who are absent when ships or units get underway.

13.2 Column Information. EDVR section 12 consists of the following columns of information:

- STATUS. This column reflects the TAC submitted via SDS or DMRS. It also reflects the branch of service of member (if applicable). Midshipmen and personnel performing Active Duty for Special Work reflect as "TRNG".
- SSN. Social Security Number.
- NAME. Name of activity or the member's name.
- RANK OR RATE. Rank or rate.
- UIC. Unit Identification Code or command to which TAD or embarked member is permanently attached or the UIC of the command embarked in a vessel.
- DATE OF OCCUR. Date of Occurrence (YYMMDD).
- TAD EST STOP DATE. Estimated date (YYMMDD) that the member's TAD will end. If appropriate, submit corrections using the "CTAD" or the "DTAD" TACs per reference (c).
- REA. Reason Code. A one-digit code that identifies the reason the member is absent on sailing, e.g., 1 - Leave, 2 - Unauthorized Absence, 3 - Temporary Additional Duty.
- EXPIRED STATUS FLAG. Three asterisks (***) in this column indicate the estimated TAD stop date has expired. Submission of the "CTAD" or the "DTAD" TAC is required for these personnel.
- REMARKS. This column is used for comments not covered by any of the above columns.

13.3 Correction Procedures. If activities and/or personnel are no longer embarked, submit appropriate debarked transactions per formats and samples in reference (c). If personnel are still embarked in a TAD status, review the estimated stop date and, if appropriate, submit "CTAD" or "DTAD" TACs per reference (c).

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SECTION 14. EXPLANATION OF DATA ELEMENTS CONTAINED IN THE EDVR

14.1 EDVR Heading Description Line. The explanation of each line element is numbered to correspond with the block in which the element is displayed.

14.1.1 BLOCK 1. Activity Name. The activity's name as currently carried by EPMAC. This item cannot exceed 30 positions. Questions concerning the validity of any activity name in the EDVR should be addressed to Chief of Naval Operations (CNO-N122).

14.1.2 BLOCK 2. Unit Identification Code (UIC). The UIC is assigned by the Comptroller of the Navy and is used by NAVPERSCOM to identify all activities in the automated personnel accounting systems. Questions concerning the validity of any activity UIC in the EDVR should be addressed to CNO-N122.

14.1.3 BLOCK 3. Effective Date of Billets Authorized. The YR-MO-DA of the most current AMD, Manpower Authorization, that is available at EPMAC and contained in section 6 of the EDVR. An alphabetic character may be printed in the first position of the YR (G instead of 7, H instead of 8). This character indicates that an authorization revision for this activity has been initiated but has not been completed. Upon completion of the revision, the appropriate numeric character will be restored and the resulting date will be the same as the date in Block 11 of the AMD.

14.1.4 BLOCK 4. Billets Authorized Revision Number. The revision number of the most current Billets Authorized contained in the Total Force Manpower Management System (TFMMS). (Refer to OPNAVINST 1000.16 series).

14.1.5 BLOCK 5. Accounting Period Ending. YR-MO-DA of the last input processed to the EDVR.

14.1.6 BLOCK 6. Sea and Shore Code. A one-digit numeric code indicating the type duty classification of the activity. (Refer to ENLTRANSMAN Article 3.03.)

CODE AND EXPLANATION

- 1 - Shore Duty
- 2 - Sea Duty
- 3 - Overseas Remote Land-based Sea Duty
- 4 - Non-Rotated Sea Duty
- 5 - Neutral Duty
- 6 - Overseas Shore Duty
- 7 - Partial Sea Duty
- 8 - Double Sea Duty

14.1.7 BLOCK 7. ATC - Area/Type/City Code. This is a three position code that identifies the geographic location of the activity or the homeport of mobile units. (Refer to ENLTRANSMAN, Chapter 25.)

14.1.8 BLOCK 8. MCA - Manning Control Authority. Identifies the command exercising manning control of the activity.

14.1.9 BLOCK 9. MMCC - Military Manpower Claimant Code. The two left-most positions identify the command, bureau, or office in the administrative chain of command which has responsibility for the management of military manpower requirements of the activity. The two right-most positions identify sub-claimants or resource category. (Refer to OPNAVINST 1000.16 series).

14.2 EDVR DATA ITEM DISPLAY. In order to make the EDVR a more readable document, zeros and repetitive codes that apply to a majority of the members normally will not be displayed. Suppression of this data applies only to those members currently onboard. It does not apply to prospective gains, prospective losses, or to the record of any member containing a transaction in column 4 (Verify Remarks) of the report. Verify keys will only appear in the alphabetic listing in sections 3 and 4 of the EDVR. Subject to the exception stated above, the following display actions will apply:

<u>COLUMN KEY</u>	<u>ITEM</u>	<u>DESCRIPTION</u>
G	SEX	Blank for males.
H	ACTUAL RATE	Blank except when it differs from the assigned rate (column J). If the actual rate is blank, the assigned rate is the same as actual rate.
I	EFM	The Exceptional Family Member (EFM) column is blank if the member is not enrolled in the EFM program.
K	SDAP	The Special Duty Assignment Pay column is blank if the member is not in receipt of Special Duty Assignment Pay.
L	DISTR NECs DNEC1 DNEC2	Only valid NECs are shown. 0000 DNECs are not shown.
M	NECs NEC1/NEC2	Only valid NECs are shown. 0000 NECs are not shown.
N	DEPENDENTS	A blank in the primary and secondary dependency area indicates that the member does not have qualified dependents in that category.
O	DOS	Blank if member does not have dependents collocated.
Q	BR CL	USN-Regular Navy is represented by a blank.
R	OPEX	Blank if member does not have extension made operative on current enlistment.
S	ACDUOBLI EXTS MOS SCOL OTH	Blanks in these areas indicate that the member has no executed extensions of enlistment (USN only) or agreements to remain on active duty (USNR only).
T	EREN	Blank if member is not on a reserve enlistment.
Y	DUTY STATUS EFFECTIVE DATE	Blank except when it differs from date received (column W).

14.3 EDVR ELEMENT DESCRIPTION AND VERIFICATION SOURCE DOCUMENT:

<u>COLUMN KEY</u>	<u>ITEM</u>	<u>DESCRIPTION</u>																																										
A	S P C E A C T	<p>Special Category.</p> <p>This is a one-position alphabetic or numeric code used to further members and/or billets under the direct detailing control of the Chief Naval Personnel.</p> <p>Source document: EDVR. Reference: ENLTRANSMAN, Chapter 24.</p>																																										
B	S P I	<p>Special Program Indicator.</p> <p>This is a one character code used to identify TAR/ADSW status of member.</p> <table><tr><th>CODE</th><th>DESCRIPTION</th></tr><tr><td>A</td><td>90 Day Involuntary Recall (CNRF)</td></tr><tr><td>B</td><td>USNR Program Support Recall (NPC-9)</td></tr><tr><td>C</td><td>USN Program Support Recall (NPC-8)</td></tr><tr><td>D</td><td>CRUITCOM Support Recall (CRUITCOM)</td></tr><tr><td>E</td><td>Involuntary IRR Recall for 365 Days (CNRF)</td></tr><tr><td>F</td><td>Fleet Reserve Recall Program (NPC-8)</td></tr><tr><td>G</td><td>USNR General Assignment Recall for 2/3 years (NPC-8)</td></tr><tr><td>H</td><td>SAM II Program, not counted for enlisted active duty end strength (CNRF)</td></tr><tr><td>I</td><td>Involuntary 180 Day Recall (CNRF)</td></tr><tr><td>J</td><td>Involuntary SELRES Recall for 365 Days (CNRF)</td></tr><tr><td>K</td><td>Volunteer Specific Program (NPC-8)</td></tr><tr><td>L</td><td>Reserved for Future Use</td></tr><tr><td>M</td><td>Mandatory Recall (NPC-9)</td></tr><tr><td>S</td><td>SAM Involuntary Recall (NPC-8)</td></tr><tr><td>U</td><td>ADSW CRUITCOM Support (CRUITCOM)</td></tr><tr><td>V</td><td>TAR Program (NPC-9)</td></tr><tr><td>W</td><td>USNR Recruiter/Support (NPC-9)</td></tr><tr><td>X</td><td>ADSW USN Program Support (NPC-8)</td></tr><tr><td>Y</td><td>ADSW USNR Program Support (NPC-9)</td></tr><tr><td>Z</td><td>CRUITCOM Recruiter (CRUITCOM)</td></tr></table> <p>Source document: EDVR. Reference: Policy of the Assignment Control Authority.</p>	CODE	DESCRIPTION	A	90 Day Involuntary Recall (CNRF)	B	USNR Program Support Recall (NPC-9)	C	USN Program Support Recall (NPC-8)	D	CRUITCOM Support Recall (CRUITCOM)	E	Involuntary IRR Recall for 365 Days (CNRF)	F	Fleet Reserve Recall Program (NPC-8)	G	USNR General Assignment Recall for 2/3 years (NPC-8)	H	SAM II Program, not counted for enlisted active duty end strength (CNRF)	I	Involuntary 180 Day Recall (CNRF)	J	Involuntary SELRES Recall for 365 Days (CNRF)	K	Volunteer Specific Program (NPC-8)	L	Reserved for Future Use	M	Mandatory Recall (NPC-9)	S	SAM Involuntary Recall (NPC-8)	U	ADSW CRUITCOM Support (CRUITCOM)	V	TAR Program (NPC-9)	W	USNR Recruiter/Support (NPC-9)	X	ADSW USN Program Support (NPC-8)	Y	ADSW USNR Program Support (NPC-9)	Z	CRUITCOM Recruiter (CRUITCOM)
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Y	ADSW USNR Program Support (NPC-9)																																											
Z	CRUITCOM Recruiter (CRUITCOM)																																											

COLUMN
KEY

C

ITEM

D
E
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I
G

DESCRIPTION

Designator.

A one-position alphabetic or numeric code used to identify member's special qualifications.

<u>CODE</u>	<u>DESIG ABBREV</u>	<u>DESCRIPTION</u>
BLANK	BLANK	Not qualified for any designator.
1	SS	Designated qualified in submarines USN or USNR.
2	SU	Designated in training for submarine qualification, USN or USNR.
3	DV	Qualified Diver.
4	PJ	Qualified as a Parachutist.
5	SS	Designated qualified in submarines, USN or USNR, but not planned for future assignment to submarine duty.
6	NAC	Qualified as a Naval Aircrewman.
7	SG	Designated qualified in submarines but not in a submarine source rating.
8	SP	Designated previously assigned in submarines.
9	AP	Qualified as Aviation Pilot.
A	EAWS	Qualified as Enlisted Aviation Warfare Specialist (EAWS).
C	SCW	Qualified as Seabee Combat Warfare Specialist (SCWS)
E	EOD	Designated qualified in Explosive Ordnance Disposal.
F	FPJ	Qualified as Enlisted Freefall Parachutist.
I	IUSS	Qualified in Integrated Undersea Surveillance System.

COLUMN
KEY

ITEM

DESCRIPTION

C

DESIG

Designator (Continued)

<u>CODE</u>	<u>DESIG ABBREV</u>	<u>DESCRIPTION</u>
L	SEAL	Designated qualified in Special Warfare (Sea-Air-Land).
M	FMF	Designated as Fleet Marine Force Qualified.
S	ESWS	Qualified as Enlisted Surface Warfare Specialist (ESWS).
T	CC	Designated as Special Warfare Combatant Crew Qualified.

Source documents: Page 4 and/or 13 of the Enlisted Service Record.
Reference: Various MILPERSMAN articles.

D

L
D
U
T

Limited Duty Designator.

This is a one-position alphabetic or numeric code which identifies the limitation of duty to which a member can be assigned.

<u>CODE</u>	<u>ABBREV</u>	<u>CODE</u>	<u>ABBREV</u>
BLANK	NONE	8	L8
1	L1	9	L9
2	L2	M	LM
3	L3	S	LS
4	L4	T	LT
5	L5	V	LV
6	L6	W	LW
7	L7		

Source document: Page 13 of Enlisted Service Record.
Reference: MILPERSMAN 1306-020.

E

NAME

Name.

The member's name, as recorded, will not exceed 12 positions. It will consist of complete surname (with no punctuation) if possible, and as much of the first and middle names as possible, including any suffix.

Source document: Enlistment or Reenlistment Contract.
Reference: EDVRMAN

<u>COLUMN KEY</u>	<u>ITEM</u>	<u>DESCRIPTION</u>
F	SOCIAL SECURITY	<p>Social Security Number: An eleven-position code which is a unique identification of the member and the Social Security Account.</p> <p>Format: XXX-XX-XXXX.</p> <p>Source document: Enlistment or Reenlistment Contract. Reference: MILPERSMAN 1000-060.</p>
G	S E X	<p>Sex Code.</p> <p>A one-position alphabetic indicator, denoting the sex of the member. M or blank denotes male, F denotes female.</p> <p>Source document: SF 88, Report of Medical Examination.</p>
H	ACTUAL RATE	<p>Actual Rate.</p> <p>The actual rate will be blank except when it differs from assigned rate (column J). The actual rate is the combination of general or service rating and the pay grade.</p> <p>Source documents: Pages 4, 9 (prior to January 1996) and 13 of the Enlisted Service Record.</p> <p>References: BUPERSINST 1430.16 series; NAVOP 054/87; Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards, Section I (NAVPERS 18068F).</p>
I	E F M	<p>Exceptional Family Member.</p> <p>This is a one-position numeric code used to identify the category of the Exceptional Family Member.</p>

<u>CATEGORY CODE</u>	<u>DESCRIPTION</u>
1	Needs do not generally limit assignments.
2	<u>PINPOINT</u> - The medical or educational condition requires assignment to specific geographical areas CONUS/OVERSEAS locations.
3	<u>NO OVERSEAS</u> - The medical or educational condition precludes assignment to overseas locations based on non-availability of medical and/or educational services.

COLUMN
KEY

ITEM

DESCRIPTION

I

EFM

Exceptional Family Member (Continued).

CATEGORY
CODE

DESCRIPTION

4

MAJOR MEDICAL AREA - The medical or educational condition requires assignment to billets near major medical facility areas (Groton, Newport, Bethesda, Philadelphia, Norfolk, Charleston, Jacksonville, Pensacola, Gulfport, Hawaii, San Diego, Long Beach, Oakland, and Bremerton).

5

HOMESTEADING - The EFM enrollee is considered to be severely handicapped. This category includes a provision for homesteading in one area that can support sea/shore assignments. Areas include Washington DC, Norfolk, Mayport/ Jacksonville/ Cecil Field, San Diego, Oakland, Bremerton, and New Orleans (For TARS only).

6

TEMPORARY ENROLLMENT - The medical or educational condition requires a stable environment for six months to a year due to ongoing treatment or diagnostic assessments. Forms must be updated at that time.

Reference: OPNAVINST 1754.2 series

J ASSGN
RATE

Assigned Rate.

Assigned rate is the rate in which a member is charged to an activity's account. Assigned rate may be based upon a rate advancement authority, rating conversion program, programmed school input, or alignment of a member with a specific billet. All members who hold an actual rate with pay grade of E-1 or E-2 have an assigned rate pay grade of E-3. (Example: BMSR and BMSA appear as BMSN; SR and SA appear as SN.) In cases of an authorized rating conversion the award of a rating conversion NEC results in an assigned rate corresponding to the rating to which the member is converting. (Example: A YN2 with a conversion NEC of BM-0199 will have an assigned rate of BM2.) If a member has been removed from a rating conversion program, a request for removal of the rating conversion NEC should be submitted. Use NAVPERS 1221/1, Navy Enlisted Classification (NEC) Code Change Recommendation. Removal of the conversion NEC will restore the assigned rate to correspond to the actual rating.

Source document: EDVR.

Reference: Policy of the Distribution Control Authorities.

COLUMN
KEY

ITEM

DESCRIPTION

K

S
D
A
P

Special Duty Assignment Pay.

This is a one-position alphabetic code which identifies the award level and dollar amount a member has been authorized and is entitled to receive. A blank indicates a member has not been authorized SDAP or the SDS event/DMRS transaction has not applied in MAPMIS.

<u>CODE</u>	<u>SDAP AMOUNT</u>	<u>CODE</u>	<u>SDAP AMOUNT</u>
S	\$25 mo.	P	\$110 mo.
I	\$28 mo.	L	\$138 mo.
E	\$38 mo.	H	\$150 mo.
X	\$50 mo.	B	\$165 mo.
J	\$55 mo.	C	\$175 mo.
M	\$75 mo.	D	\$220 mo.
Q	\$82 mo.	U	\$275 mo.
A	\$100 mo.	V	\$375 mo.

Source documents: Pages 4, and 13 of the Enlisted Service Record.
References: OPNAVINST 1160.6 series, OPNAV Notice 1160 (current edition), and NAVOP 054/87

L

DISTR
DNEC-1
&
DISTR
DNEC-2

Distribution Navy Enlisted Classification Codes.

Two four-position codes that identify the NEC skills in which a member is charged to an activity's account. For a description of how DNECs assigned and used see section 9. If no DNECs are assigned, DNEC1 will be "0000". DNEC2 may be blank. Planning NECs contained in Part II, Volume II, manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards may be used as DNECs even though they are not authorized for award to a member as PNEC or SNEC.

Source document: EDVR.
References: Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards, Volume II (NAVPERS 18068F) and the policy of the Distribution Control Authorities.

M

INEC
INEC1/INEC2

Inventory Navy Enlisted Classification Code.

Two four-position codes that identify supplemental skills not indicated by rating. INEC1 is the first Inventory Navy Enlisted Classification Code and the INEC2 is the second Inventory Navy Enlisted Classification Code. INEC1 and INEC 2 are a display of members's NEC(s) after the system matches the Distribution Navy Enlisted Classification Code (DNEC1 and DNEC2) with the member's entire NEC inventory. When members are advanced to pay grade E-4 or are designated, Occupational Area-Defense Grouping (OA-DG) transaction NECs remain reflected for one additional month before being automatically deleted from the EDVR. The effective date of NECs awarded is date indicated on the approved Navy Enlisted Classification (NEC) Change/Recommendation (NAVPERS 1221/1). NEC awarded via completion of Course of Instruction (COI) is awarded effective the date of graduation.

COLUMN KEY	ITEM	DESCRIPTION																																																																																																																																																																								
M	INEC INEC1.INEC2 (Continued)	<p>NEC awarded via OJT is effective the date approved by EPMAC Code 50, which is usually the date of receipt of NAVPERS 1221/1.</p> <p>Source document: OA-DG codes: Page 4, Enlisted Service Record. All other NECs: EDVR.</p> <p>References: Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards, Volume II (NAVPERS 18068F); NAVPERSCOM and BUMED 1221 Directives.</p>																																																																																																																																																																								
N	DEP	Dependency. (For the purpose of this instruction only, "Dependents" issued in lieu of "Family Members".)																																																																																																																																																																								
	PS	<p>Two-position code to identify the type and number of dependents. The first position identifies primary dependents or marital status and the second position identifies secondary dependents. Blanks indicate no qualified dependents in that category.</p> <p>*Loco Parents and Parents-in-Law are also coded as Parents.</p>																																																																																																																																																																								
		<table><tr><th></th><th>Primary Dependents Only</th><th>Primary with 1 Dependent Parent</th><th>Primary with two Dependent Parents</th><th>Primary with 2 Dep Parents and 1 Dep Parent-in-Law</th><th>Primary with 2 Dep Parents and 2 Dep Parents-in-Law</th></tr><tr><td>No primary dependents</td><td>00-0/BLANK</td><td>0-J</td><td>0-S</td><td>0-Y*</td><td>0-Z*</td></tr><tr><td>Spouse (no dependent children)</td><td>1-0</td><td>1-J</td><td>1-S</td><td>1-Y*</td><td>1-Z*</td></tr><tr><td>Spouse & 1 Dep child or ward</td><td>2-0</td><td>2-J</td><td>2-S</td><td>2-Y*</td><td>2-Z*</td></tr><tr><td>Spouse & 2 Dep children or wards</td><td>3-0</td><td>3-J</td><td>3-S</td><td>3-Y*</td><td>3-Z*</td></tr><tr><td>Spouse & 3 Dep children or wards</td><td>4-0</td><td>4-J</td><td>4-S</td><td>4-Y*</td><td>4-Z*</td></tr><tr><td>Spouse & 4 Dep children or wards</td><td>5-0</td><td>5-J</td><td>5-S</td><td>5-Y*</td><td>5-Z*</td></tr><tr><td>Spouse & 5 Dep children or wards</td><td>6-0</td><td>6-J</td><td>6-S</td><td>6-Y*</td><td>6-Z*</td></tr><tr><td>Spouse & 6 Dep children or wards</td><td>7-0</td><td>7-J</td><td>7-S</td><td>7-Y*</td><td>7-Z*</td></tr><tr><td>Spouse & 7 Dep children or wards</td><td>8-0</td><td>8-J</td><td>8-S</td><td>8-Y*</td><td>8-Z*</td></tr><tr><td>Spouse & 8 or more Dep children or wards</td><td>9-0</td><td>9-J</td><td>9-S</td><td>9-Y*</td><td>9-Z*</td></tr><tr><td>1 Dep child (no spouse) or ward</td><td>A-0</td><td>A-J</td><td>A-S</td><td>A-Y*</td><td>A-Z*</td></tr><tr><td>2 Dependent children or wards</td><td>B-0</td><td>B-J</td><td>B-S</td><td>B-Y*</td><td>B-Z*</td></tr><tr><td>3 Dependent children or wards</td><td>C-0</td><td>C-J</td><td>C-S</td><td>C-Y*</td><td>C-Z*</td></tr><tr><td>4 Dependent children or wards</td><td>D-0</td><td>D-J</td><td>D-S</td><td>D-Y*</td><td>D-Z*</td></tr><tr><td>5 Dependent children or wards</td><td>E-0</td><td>E-J</td><td>E-S</td><td>E-Y*</td><td>E-Z*</td></tr><tr><td>6 Dependent children or wards</td><td>F-0</td><td>F-J</td><td>F-S</td><td>F-Y*</td><td>F-Z*</td></tr><tr><td>7 Dependent children or wards</td><td>G-0</td><td>G-J</td><td>G-S</td><td>G-Y*</td><td>G-Z*</td></tr><tr><td>8 or more Dep children or wards</td><td>H-0</td><td>H-J</td><td>J-S</td><td>H-Y*</td><td>H-Z*</td></tr><tr><td>Married with military spouse</td><td>K-0</td><td>K-J</td><td>K-S</td><td>K-Y*</td><td>K-Z*</td></tr><tr><td>Military spouse & 1 child or ward</td><td>S-0</td><td>S-J</td><td>S-S</td><td>S-Y*</td><td>S-Z*</td></tr><tr><td>Military spouse & 2 children or wards</td><td>T-0</td><td>T-J</td><td>T-S</td><td>T-Y*</td><td>T-Z*</td></tr><tr><td>Military spouse & 3 children or wards</td><td>U-0</td><td>U-J</td><td>U-S</td><td>U-Y*</td><td>U-Z*</td></tr><tr><td>Military spouse & 4 children or wards</td><td>V-0</td><td>V-J</td><td>V-S</td><td>V-Y*</td><td>V-Z*</td></tr><tr><td>Military spouse & 5 children or wards</td><td>W-0</td><td>W-J</td><td>W-S</td><td>W-Y*</td><td>W-Z*</td></tr><tr><td>Military spouse & 2 children or wards</td><td>X-0</td><td>X-J</td><td>X-S</td><td>X-Y*</td><td>X-Z*</td></tr><tr><td>Military spouse & 7 children or wards</td><td>Y-0</td><td>Y-J</td><td>Y-S</td><td>Y-Y*</td><td>Y-Z*</td></tr><tr><td>Military spouse & 8 or more children or wards</td><td>Z-0</td><td>Z-J</td><td>Z-S</td><td>Z-Y*</td><td>Z-Z*</td></tr></table>		Primary Dependents Only	Primary with 1 Dependent Parent	Primary with two Dependent Parents	Primary with 2 Dep Parents and 1 Dep Parent-in-Law	Primary with 2 Dep Parents and 2 Dep Parents-in-Law	No primary dependents	00-0/BLANK	0-J	0-S	0-Y*	0-Z*	Spouse (no dependent children)	1-0	1-J	1-S	1-Y*	1-Z*	Spouse & 1 Dep child or ward	2-0	2-J	2-S	2-Y*	2-Z*	Spouse & 2 Dep children or wards	3-0	3-J	3-S	3-Y*	3-Z*	Spouse & 3 Dep children or wards	4-0	4-J	4-S	4-Y*	4-Z*	Spouse & 4 Dep children or wards	5-0	5-J	5-S	5-Y*	5-Z*	Spouse & 5 Dep children or 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<u>COLUMN KEY</u>	<u>ITEM</u>	<u>DESCRIPTION</u>
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N	DEP (Continued)	Source document: NAVPERS 1070/602, Dependency Application and Record of Emergency Data, Enlisted Service Record.
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References: Department of Defense Financial Management Regulation Manual, Volume 7A and DJMS PTG.

O	DOS	Dependent(s) on Station (Collocation Data).
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A three-position alphabetic and numeric code which identifies the number of dependents(s) collocated with the sponsor at the current duty station.

MILITARY MEMBER COLLOCATED WITH	FAMILY COLLOCATION IDENTIFIER (POSITION ONE)	NUMBER OF DEPENDENTS RESIDING IN SPONSOR'S HOUSEHOLD (POSITION TWO)	NUMBER OF COMMAND SPONSORED DEPENDENTS ON STATION OVERSEAS (POSITION THREE)
SPOUSE ONLY	A	1	0, 1
SPOUSE AND CHILDREN	B	2-9	0, 1-9
CHILDREN ONLY	C	1-9	0, 1-9
SPOUSE, CHILDREN AND OTHER DEPENDENTS	D	3-9	0, 1-9
SPOUSE AND OTHER DEPENDENTS	E	2-9	0, 1-9
CHILDREN AND OTHER DEPENDENTS	F	2-9	0, 1-9
OTHER DEPENDENTS	G	1-9	0, 1-9
NONE	BLANK	BLANK	BLANK

Collocated - Those dependents and/or military spouses who reside at the same local address as the member as reflected on member's Record of Emergency Data (NAVPERS 1070/602).

<u>COLUMN KEY</u>	<u>ITEM</u>	<u>DESCRIPTION</u>
O	DOS (Continued)	<p>Military Spouse - Member married to another military member. If both military members are collocated, only the member who receives dependents BAQ will report those dependents who are collocated (to avoid counting those dependents twice). If the military members are not collocated, then each member should report any dependents physically collocated with that member regardless of who is drawing dependent BAQ.</p> <p>Collocated Children - Dependent children under the age of 18.</p> <p>Other Dependents - Dependents other than the spouse or children under the age of 18 (includes dependent children over the age of 18).</p> <p>Command Sponsored Dependents - Dependents sponsored by the command to be assigned with the member. Applies only to overseas activities with Sea Shore Codes 3, 4, 6 and 7. (Exception: Activities homeported in Alaska and Hawaii).</p> <p>Source document: NAVPERS 1070/602, Dependency Application and Record of Emergency Data, Enlisted Service Record. Reference: DMRSMAN Sections 7 and 8.</p>
P	ADSD	<p>Active Duty Service Date.</p> <p>This is the YR-MO-DA from which total active military service may be computed.</p> <p>Source document: Enlisted Service Record: Enlistment or Reenlistment Contracts or NAVPERS 1070/622, Agreement to Recall or Extend Active Duty, with due consideration to lost time adjustment if applicable. Reference: MILPERSMAN 1000-030.</p>
Q	BR/CL	<p>Branch and Class of Service.</p> <p>This is a two-position numeric code which identifies the individual's branch and class of service.</p>

COLUMN KEY	ITEM	DESCRIPTION		
		CODE	ABBREVIATION	EXPLANATION
Q	BR/CL (Continued)	11/BLANK	USN	Regular Navy
		15	USN-NAT	Insular Force (Guam or Philippines)
		23	USN-S	Inductee
		25	USN-MI	Medical Inductee
		32	USNR-R	Naval Reserve (Ready)
		68	USNFR-F6	Fleet Reserve (From USN)
		78	USNRFR-F6	Fleet Reserve (From USNR)
		90	USN-RET	Retired Regular Navy
		96	USNR-RET	Retired Naval Reserve
		Source document: Enlistment or Reenlistment Contracts, Enlisted Service Record.		
R	O P E X	Total Operative Extensions.		
		Two-digit number of total months of extensions <u>made</u> <u>operative</u> on current enlistment.		
		Source documents: NAVPERS 1070/621, Agreement to Extend Enlistment; and NAVPERS 1070/622, Agreement to Recall or Extend Active Duty. Reference: DJMS PTG		
S	ACDUOBLI	Active Duty Obligation.		
		This is the total period of time a member has obligated to serve on active duty. It is composed of the following three elements:		
		<u>EAOS</u> - (Expiration of Active Obligated Service). YR-MO-DA of the expiration of enlistment for USN personnel, or the YR-MO-DA of Release from Active Duty (RAD) for USNR, Fleet Reserve and Retired personnel.		
		<u>SCOL</u> number of months. Two-digit cumulative number of months of executed agreements to extend enlistment or remain on active duty to acquire obligated service for assignment to a school. Blank indicates none.		
		<u>OTHER</u> number of months. Two-digit cumulative number of months of executed agreements to extend enlistment or remain on active duty for reasons other than school. Blank indicates none.		

<u>COLUMN KEY</u>	<u>ITEM</u>	<u>DESCRIPTION</u>
S	ACDUOBLI	<p>Source documents: Enlisted Service Record: Enlistment or Reenlistment Contracts; NAVPERS 1070/606, Record of Unauthorized Absence; NAVPERS 1070/607, Court Memorandum; NAVPERS 1070/621, Agreement to Extend Enlistment; and NAVPERS 1070/622, Agreement to Recall or Extend Active Duty.</p> <p>References: Various MILPERSMAN, ENLTRANSMAN, and DJMS PTG articles and paragraphs.</p>
T	EREN	<p>Expiration of Reserve Enlistment.</p> <p>The YR-MO-DA that a member's reserve enlistment will expire.</p> <p>Source documents: NAVPERS 1070/601, Immediate Reenlistment Contract; and NAVPERS 1070/621, Agreement to Extend Enlistment.</p> <p>Reference: DJMS PTG.</p>
U	PRD	<p>Projected Rotation Date.</p> <p>The YR-MO which indicates the date member will complete current or prospective tour of duty. Member's PRD is recorded in the MAPMIS by the Assignment Control Authority at the time assignment to an activity is made.</p> <p>Source document: EDVR.</p> <p>Reference: ENLTRANSMAN 3.06.</p>
V	SDCD	<p>Sea Duty Commencement Date.</p> <p>This is the YR-MO that an individual commenced present continuous tour of sea duty.</p> <p>Source documents: Pages 5 and 13, Enlisted Service Record.</p> <p>Reference: ENLTRANSMAN 3.10.</p>
	SHDCD	<p>Shore Duty Commencement Date.</p> <p>This is the YR-MO that an individual commenced present continuous tour of shore duty.</p> <p>Source document: EDVR.</p> <p>Reference: ENLTRANSMAN 3.16.</p>

<u>COLUMN KEY</u>	<u>ITEM</u>	<u>DESCRIPTION</u>																														
W	DATE RECEIVED	<p>Date received.</p> <p>This is the YR-MO-DA that the member was initially received onboard. For those members in a deserter status, this will be the date commenced Unauthorized Absence (UA). For those members who return from a deserter status, this date will be the date of return.</p> <p>Source documents: For those personnel currently onboard: Block 5 of the NAVCOMPT 3068, Reporting (Arrival) Endorsement to Orders - (Officer - Enlisted), and the Enlisted Service Record.</p>																														
X	DUTY STATUS	<p>Duty Status.</p> <p>A three-position numeric code which indicates the member's current onboard status, or a two-position alphabetic code which indicates the member is a prospective loss from or a prospective gain to an activity.</p> <p>Source documents: NAVCOMPT 536, NAVPERS 1326/11, Standard Transfer Order, filed in Enlisted Service Record; NAVPERSCOM, EPMAC, or NRPC transfer directives. Reference: MILPERSMAN 1320-010.</p> <table><tr><th><u>CODE</u></th><th><u>EXPLANATION</u></th></tr><tr><td>PL</td><td>PROSPECTIVE LOSS</td></tr><tr><td>PG</td><td>PROSPECTIVE GAIN</td></tr><tr><td>100</td><td>FORDU - PERMANENT ASSIGNMENT FOR DUTY</td></tr><tr><td>101</td><td>FAILED TO REPORT (for duty)</td></tr><tr><td>103</td><td>FORDU ADSW - ACTIVE DUTY FOR SPECIAL WORK</td></tr><tr><td>104</td><td>FORDU HUMS - HUMANITARIAN ASSIGNMENT (more than six months)</td></tr><tr><td>105</td><td>FORDU LIMDU - LIMITED DUTY (assignment restricted for medical reasons)</td></tr><tr><td>106</td><td>FORDU CFO - COMMISSIONING AND FITTING OUT</td></tr><tr><td>107</td><td>FORDU MOB - MOBILIZATION</td></tr><tr><td>108</td><td>FORDU TASP - TARGETTED "A" SCHOOL PROGRAM (ENLTRANSMAN 7.08 refers)</td></tr><tr><td>109</td><td>DECLARED DESERTER - (Assigned only by BUPERS)</td></tr><tr><td>150</td><td>TEM DU PSI - TEMPORARY DUTY PROGRAMMED SCHOOL INPUT</td></tr><tr><td>320</td><td>TEM DU FFA - TEMPORARY DUTY FOR FURTHER ASSIGNMENT</td></tr><tr><td>330</td><td>TEM DU FFT - TEMPORARY DUTY FOR FURTHER TRANSFER</td></tr></table>	<u>CODE</u>	<u>EXPLANATION</u>	PL	PROSPECTIVE LOSS	PG	PROSPECTIVE GAIN	100	FORDU - PERMANENT ASSIGNMENT FOR DUTY	101	FAILED TO REPORT (for duty)	103	FORDU ADSW - ACTIVE DUTY FOR SPECIAL WORK	104	FORDU HUMS - HUMANITARIAN ASSIGNMENT (more than six months)	105	FORDU LIMDU - LIMITED DUTY (assignment restricted for medical reasons)	106	FORDU CFO - COMMISSIONING AND FITTING OUT	107	FORDU MOB - MOBILIZATION	108	FORDU TASP - TARGETTED "A" SCHOOL PROGRAM (ENLTRANSMAN 7.08 refers)	109	DECLARED DESERTER - (Assigned only by BUPERS)	150	TEM DU PSI - TEMPORARY DUTY PROGRAMMED SCHOOL INPUT	320	TEM DU FFA - TEMPORARY DUTY FOR FURTHER ASSIGNMENT	330	TEM DU FFT - TEMPORARY DUTY FOR FURTHER TRANSFER
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<u>COLUMN KEY</u>	<u>ITEM</u>	<u>DESCRIPTION</u>	
X	DUTY STATUS (Continued)	<u>CODE</u>	<u>EXPLANATION</u>
		340	TEM DU RECRUIT - TEMPORARY DUTY FOR RECRUIT TRAINING (less than 20 weeks)
		341	TEM DUINS - TEMPORARY DUTY UNDER INSTRUCTION (less than 20 weeks)
		342	DUINS - DUTY UNDER INSTRUCTION (20 weeks or greater)
		350	TEM DU - TEMPORARY DUTY NOT OTHERWISE DEFINED
		351	FAILED TO REPORT (for temporary duty)
		352	TEM DU CFO - TEMPORARY DUTY FOR COMMISSIONING AND FITTING OUT (less than 6 months)
		354	TEM DU HUMS - TEMPORARY DUTY FOR HUMANITARIAN ASSIGNMENT (less than 6 months)
		355	TEM DU MED BD OR PEB - TEMPORARY DUTY AWAITING FORMAL MEDICAL BOARD OR PHYSICAL EVALUATION BOARD PROCEEDINGS
		356	TEM DU TEMP DISQUAL- TEMPORARY DUTY PENDING EVALUATION BY LOCAL AUTHORITIES FOR SPECIAL DUTIES (submarines, aircrew, diving, etc.)
		358	TEM DU SEMINAR - TEMPORARY DUTY, SENIOR MINORITY ASSISTANCE TO RECRUITING PROGRAM
		370	TEM DU UNTREAT - TEMPORARY DUTY UNDER TREATMENT (inpatient at a Naval medical facility)
		371	TEM DU UNTREAT - TEMPORARY DUTY UNDER TREATMENT (medical holding company)
		372	TEM DU UNTREAT - TEMPORARY DUTY UNDER TREATMENT (hospitalized at a non-military medical facility)
		373	TEM DU UNTREAT - TEMPORARY DUTY UNDER TREATMENT (hospitalized at other uniformed service medical facility)
		380	TEM DU SEPROS - TEMPORARY DUTY PENDING SEPARATION, DISCHARGE, RELEASE, RETIREMENT
		381	TEM DU SEPROS - TEMPORARY DUTY PENDING SEPARATION, DISCHARGE, RELEASE, RETIREMENT (pay status, at home awaiting final disposition of Physical Evaluation Board)
		382	TEM DU SEPROS - TEMPORARY DUTY PENDING SEPARATION, DISCHARGE, RELEASE, RETIREMENT (pending Review Board approval of Administrative Discharge)
		390	TEM DU DISP - TEMPORARY DUTY DISCIPLINARY (holdee, not confined)

<u>COLUMN KEY</u>	<u>ITEM</u>	<u>DESCRIPTION</u>	
X	DUTY STATUS (Continued)	<u>CODE</u>	<u>EXPLANATION</u>
		391	TEM DU DISP - TEMPORARY DUTY DISCIPLINARY (confined in a military facility)
		392	TEM DU DISP - TEMPORARY DUTY DISCIPLINARY (held or confined by civilian or foreign authorities)
		393	TEM DU DISP - TEMPORARY DUTY DISCIPLINARY (appellate leave)
Y	DUTY STATUS EFFECTIVE DATE	<p>Duty Status Effective Date.</p> <p>This is the YR-MO-DA of the most recent change to a member's onboard duty status as indicated in column X. This column will be blank for all members with a duty status effective date that is the same as the date received onboard in column W. For those members in a deserter status, this will be the actual effective date of desertion.</p> <p>Source document: Local records. Reference: DMRSMAN.</p>	
Z	EDA OR EDL	<p>Estimated date of arrival or estimated date of loss.</p> <p>This is the YR-MO the member is estimated to arrive or be lost. Losses include PCS orders, selection to commissioned status, transfer to the Fleet Reserve, retirement or approved discharge at a future date for the convenience of the government.</p> <p>Source documents: Personnel orders, transfer directives, authorizations for transfer to the Fleet Reserve, notification of approved retirement, or notification of selection to commissioned status.</p>	
1	PG OR PL AUTHORITY	<p>Prospective Gain or Prospective Loss Authority.</p> <p>This is a five-position alphanumeric code established by the Assignment Control Authority for reference purposes. This code refers to the authority of the source document and does not in itself constitute a directive to effect a transfer.</p>	

<u>COLUMN KEY</u>	<u>ITEM</u>	<u>DESCRIPTION</u>										
1	PG OR PL AUTHORITY (Continued)	<p>1st position is the Assignment Control Authority</p> <p>B -Transfer authorized by NAVPERSCOM P -Transfer authorized by EPMAC (or NAVRESPERSCEN for TARs and ADSWs)</p> <p>2nd, 3rd and 4th positions are the transaction code (TC) which is a julian date e.g., 053 equals - 22 FEB. The 5th position is the year, unless the letters "F" or "L" appear. "F" represents Fleet Reserve and Retirement; "L" represents any selectee for commissioned status. If an "F" or "L" appears, verify the date listed in column Z (EDL) of the EDVR with the effective date in the source document.</p>										
2	SEC	This item identifies members who are also listed in EDVR section 1, 2, or 3 (other than the alphabetic listing in EDVR section 3). The numeric 1, 2, or 3 identifies the section. An asterisk "*" indicates members listed in section 2 for High Year Tenure review.										
3	UIC TO OR FROM	<p>This item identifies the UIC that is the PL UIC or PG UIC (UIC to or UIC from).</p> <p>EDVR section 2 also reflects High Year Tenure codes in this column. Reference: OPNAVINST 1160.5 series.</p> <table><tr><th><u>CODE</u></th><th><u>EXPLANATION</u></th></tr><tr><td>HYT</td><td>Member will reach HYT based on EDLN in Column 4 and has not requested a waiver for extension of EDLN based on current or prospective paygrade.</td></tr><tr><td>HYP</td><td>Member has requested a waiver of HYT and is pending results of board.</td></tr><tr><td>HYD</td><td>Member requested a waiver of HYT that was disapproved by NAVPERSCOM (NPC 814C).</td></tr><tr><td>HY1 HY2 HY3</td><td>Member has requested a waiver of HYT and has been approved, either first or subsequent waivers.</td></tr></table>	<u>CODE</u>	<u>EXPLANATION</u>	HYT	Member will reach HYT based on EDLN in Column 4 and has not requested a waiver for extension of EDLN based on current or prospective paygrade.	HYP	Member has requested a waiver of HYT and is pending results of board.	HYD	Member requested a waiver of HYT that was disapproved by NAVPERSCOM (NPC 814C).	HY1 HY2 HY3	Member has requested a waiver of HYT and has been approved, either first or subsequent waivers.
<u>CODE</u>	<u>EXPLANATION</u>											
HYT	Member will reach HYT based on EDLN in Column 4 and has not requested a waiver for extension of EDLN based on current or prospective paygrade.											
HYP	Member has requested a waiver of HYT and is pending results of board.											
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-												

COLUMN
KEY

ITEM

DESCRIPTION

4

VERIFY
REMARKS
OR
PG PPSUIC

Verify Remarks.

This item lists the column key of the information which must be verified for the member. If any information changed since the last report, a column key code or codes corresponding to the items changed will appear in Column 4. The Estimated Date of Loss to the Navy (EDLN) of members approaching High Year Tenure will reflect in this item in YYMM format. If one of the following entries appears in Column 4, take the action indicated:

*ALL

All items on this member must be verified.

GN-AC

New Gain to the activity during this accounting period. All items on this member must be verified.

GN-
GN-GE
GM-XA
GN-AX
GN-HX
GN-RX
GN-1X
GN-2X
GN-XC
GN-XE

Member gained to Navy strength status this accounting period from an existing non-strength record. All items on this member must be verified.

SK-XC
SK-XA
SK-AX
SK-RX
SK-XE

Member made available for transfer more than 45 days ago.
(Action required, See Note A.)

Navy accession record containing errors recorded over 45 days ago.
(Action required, See Note A.)

SK-X1
SK-X2

Member recorded in a skeleton status for more than 45 days.
(Action required, See Note A.)

*SKEL
SKEL1

New non-strength (record is not supported by a current enlistment contract at NAVPERSCOM record gained during the previous two accounting periods. No action required.

SKEL2
SKEL3
SKEL4
SKEL5
SKEL6
SKEL7
SKEL8
SKEL9
SKELA

SKEL - indicates skeleton (non-strength) record. Digits 2 - 9 indicate the number of months a member has been recorded in a non-strength status. 'A' - indicates over nine months.
(Action required, See Note A.)

<u>COLUMN KEY</u>	<u>ITEM</u>	<u>DESCRIPTION</u>
4	VERIFY REMARKS OR PPSUIC (Continued)	
	SK-A1	Skeleton record (non-strength) that has received an activity gain subsequent to loss from U.S. Navy date. The activity gain is less than 60 days old and no research action is required.
	SK-A2	
	SK-H1	
	SK-H2	
	SK-R1	
	SK-R2	
	SK-A3	Skeleton record (non-strength) that has received an activity gain subsequent to the loss from the U.S. Navy date. The activity gain is between three to nine months subsequent to the Navy Loss or 'A' greater than nine months. (Action required, See Note A.)
	SK-A4	
	SK-A5	
	SK-A6	
	SK-A7	
	SK-A8	
	SK-A9	
	SK-AA	(FOR CODE EXAMPLES, SEE NOTE B.)
	SK-H3	
	SK-H4	
	SK-H5	
	SK-H6	
	SK-H7	
	SK-H8	
	SK-H9	
	SK-HA	
	SK-R3	
	SK-R4	
	SK-R5	
	SK-R6	
	SK-R7	
	SK-R8	
	SK-R9	
	SK-RA	

NOTE A:

Action - Verify the member's Service Record, name and Social Security Number with the EDVR. If the EDVR is in error, submit SSN correction request, along with the copy of appropriate documentary evidence (i.e., social security card issued by the Social Security Administration), to NAVPERSCOM (NPC-312F). Continue using the erroneous SSN to report diary transactions/events until NAVPERSCOM (NPC-312F) issues a Notification of Change in Service member's Official Record (DD 1343).

If the member is onboard and the Social Security Number and name are correct, submit the following:

For USN members, send a certified copy of Member's current Enlistment Contract with copies of all DD 1966/1-6, Record of Military Processing Armed Forces of the United States, when DD 4, Enlistment or Reenlistment Document - Armed Forces of the United States, was utilized to effect enlistment, and copies of all operative agreements to extend enlistment to NAVPERSCOM (NPC-312).

For USNR members, send a certified copy of the member's current Enlistment Contract with copies of all DD 1966 when DD 4 was utilized to effect enlistment; copies of NAVPERS 1070/613, Administrative Remarks, containing active duty agreements; NAVPERS 1070/622, Agreement to Recall or Extend Active Duty; and any pages that reflect the member's advancement to present rate, if it differs from the enlistment contract or NAVPERS 1070/622 to NAVPERSCOM (NPC-312).

NOTE B:

SK-AI

Has been carried overboard your activity at least one month, and NAVPERSCOM has not received Navy Accession Data.

This skeleton was created by an availability.

H This skeleton record has received a Loss to Navy strength transaction prior to an activity gain.

R This skeleton record has received an availability prior to an activity gain.

"SK" - Skeleton - record is not supported by a current enlistment contract at NAVPERSCOM.

ENLISTED DISTRIBUTION AND VERIFICATION REPORT (EDVRMAN)

SECTION 15. MAPMIS DECISION LOGIC TABLE - ENLISTED

EVENT	ACTION				REFERENCE DJMS PTG (unless otherwise stated)	REMARKS
	D M R S S D S	F O R M	L E T T E R	M E S S A G E		
Active Duty Obligation, correction of EDVR			X		MILPERSMAN 5040100 DMRSMAN	Ltr to NAVPERSCOM (NPC-312)
Active Duty Service Date, correction of EDVR	X				SDS PPG Chapter 5, Section B DMRSMAN	Request Statement of Service from NAVPERSCOM (NPC-312F) if necessary
Administratively dropped from Navy strength accounts	X				SDS PPG Chapter 3, Section D DMRSMAN	
Advancement Effective Date, correction of			X		EDVRMAN	NAVPERSCOM (NPC-312G) with substantiating paperwork (i.e., DD4, pages 4 and 9)
Appointment to Officer Candidate School (OCS), Aviation Officer Candidate (AOC), Warrant Officer, Limited Duty Officer (LDO), Naval Academy					Part 1, Chapter 2	No Enlisted Diary Action is necessary, NAVPERSCOM (NPC-312G) will remove from EDVR
Appointment to officer candidate status in other service academy (i.e., Army, Air Force, or Coast Guard) and NROTC Program	X				Part 1, Chapter 3 DMRSMAN	USN discharge as appropriate
Assigned rate, correction of EDVR			X		EDVRMAN	Ltr to placement officer at EPMAC
Branch/Class, correction of EDVR	X				SDS PPG Chapter 5, Section B DMRSMAN	Not to be used to Correct Contract Errors
Citizenship, change/correction of EDVR	X				SDS PPG Chapter 5, Section B DMRSMAN	
Confinement		X			Part 7, Chapter 5	NAVPER 1070/607
Date received, change	X				SDS PPG Chapter 2, Section E DMRSMAN	
Death, reporting of				X	MILPERSMAN 1770-010	MSG to NAVPERSCOM (NPC-621),
Dependent(s), change number of		X			Part 3 , Chapter 2	NAVPER 1070/602, Part I
Dependent(s), correction of		X	X		Part 3, Chapter 2	Forward certified copy of NAVPERS 1070/602 to DFAS Code FMA. Do not forward if DFAS Code FMASC has not determined DEPN status
Dependent(s) on station (Collocation data), reporting of	X	X			Part 1 , Chapter 4 DMRSMAN	Reporting Endorsement

EVENT	ACTION				REFERENCE DJMS PTG (unless otherwise stated)	REMARKS
	DMRS SDS	FORM	LETTER	MESSAGE		
Dependent(s) on station (Collocation data), change number of	X				SDS PPG Chapter 5, Section B DMRSMAN	
Deserter, reporting of		X		X	MILPERSMAN 1600-060 (Also refer to Part 1, Chapter 2 for items required to be reported on NAVPERS 1070/606 in connection with Desertion)	MSG to NACIC Great Lakes, IL, info copy to NAVPERSCOM (NPC-842), DFAS and EPMAC.
Deserter, return of		X		X	MILPERSMAN 1600-050	MSG to NACIC Great Lakes, IL, info copy to NAVPERSCOM (NPC-842), DFAS and EPMAC . NAVPERS 1070/606, 1070/607
Designator, change	X				SDS PPG Chapter 5, Section B DMRSMAN	
Diary corrections, general	X				SDS PPG Chapter 5, Section B DMRSMAN	
Discharge	X	X			Part 1, Chapter 3 DMRSMAN	Detaching Endorsement
Distribution NEC, change	X		X		EDVRMAN DMRSMAN	DMRS transaction to EPMAC or complete NEC Discrepancy Report
Duty Status, change	X				SDS PPG Chapter 5 , Section B DMRSMAN	Use TAC 376 to change ACC 3XX to 1XX/3XX or 105 to 381 or 1XX to 393. Use TAC CHACC for all other ACC changes.
Education level, change	X				SDS PPG Chapter 5, Section C DMRSMAN	
Ethnic Group Designator, correction of	X				SDS PPG Chapter 5, Section B DMRSMAN	
Exceptional Family Member			X		OPNAVINST 1754.2	Submit ltr to NAVPERSCOM (NPC-662F) to remove from the EFM program. Submit documents per the OPNAVINST 1754.2 for enrollment in the program.
Extension of Enlistment (USN) (Execute)	X				Part 1, Chapter 2 DMRSMAN	Submit NAVPERS 1070/621 to NAVPERSCOM (NPC-312G)
Extension of Enlistment (EREN) (USNR) (Execute)	X				Part 1, Chapter 2 DMRSMAN	Submit NAVPERS 1070/621 to NAVPERSCOM (NPC-312G)
Extension of Reserve Active Duty Obligation (RAD0) (USNR) (EXECUTE)	X				Part 1, Chapter 2 DMRSMAN	Submit NAVPERS 1070/622 to NAVPERSCOM (NPC-312G)

EVENT	ACTION				REFERENCE DJMS PTG (unless otherwise stated)	REMARKS
	D M R S S D S	F O R M	L E T T E R	M E S S A G E		
Extension of Enlistment (USN) (Becomes operative)	X				Part 1, Chapter 2 DMRSMAN	
Extension of Enlistment (EREN) (USNR) (Becomes operative)	X				Part 1, Chapter 2 DMRSMAN	
Extension of Reserve Active Duty Obligation (RADO) (USNR) (Becomes operative)	X				Part 1, Chapter 2 DMRSMAN	
Extension of Enlistment (USN) (Cancelled)	X				Part 1, Chapter 2 DMRSMAN	Submit NAVPERS 1070/621 to NAVPERSCOM (NPC-312G)
Extension of Enlistment (EREN) (USNR) (Cancelled)	X				Part 1, Chapter 2 DMRSMAN	Submit NAVPERS 1070/621 to NAVPERSCOM (NPC-312G)
Extension of Reserve Active Duty Obligation (RADO) (USNR) (Cancelled)	X				Part 1, Chapter 2 DMRSMAN	Submit NAVPERS 1070/622 to NAVPERSCOM (NPC-312G)
Failed to Report for Duty or Temporary Duty	X				SDS PPG Chapter 2, Section D DMRSMAN	Comply with MILPERSMAN 1600-040 and TRANSMAN 24.06 prior to submitting failed to report transaction
Foreign Language Proficiency Data, reporting of	X				SDS PPG Chapter 5, Section C DMRSMAN	
FORMAN, reporting or correction of	X				SDS PPG Chapter 4, Section F DMRSMAN	
Gain (diary), correction of	X				Part 1, Chapter 4 DMRSMAN	
Gain (diary) - Erroneous or duplicate, cancellation of	X				SDS PPG Chapter 2, Section D DMRSMAN	
GI Bill election, correction	X				SDS PPG Chapter 5, Section C DMRSMAN	
High Year Tenure, waiver of			X		OPNAVINST 1160.5 Series	Ltr to NAVPERSCOM (NPC-814C)
Limited Duty Designator, charge			X		MILPERSMAN 1306-020	Ltr to NAVPERSCOM (NPC 821)
Loss (diary), correction of	X				Part 1, Chapter 4 SDS PPG Chapter 3, Section E DMRSMAN	
Loss (diary) - Erroneous or duplicate, cancellation of	X				Part 1, Chapter 4 DMRSMAN	
Lost Time Adjustment (UA)		X			Part 1, Chapter 2	NAVPERS 1070/606
Lost Time Adjustment (Confinement)		X			Part 7, Chapter 5	NAVPERS 1070/607

EVENT	ACTION				REFERENCE DJMS PTG (unless otherwise stated)	REMARKS
	DMR S S D S	F O R M	L E T T E R	M E S S A G E		
Military Spouse Data, reporting of	X				SDS PPG Chapter 5 Section C DMRSMAN	
Miscellaneous change (diary), correction of	X				SDS PPG Chapter 5, Section B DMRSMAN	
Missing (in action, etc)	X			X	MILSPERSMAN 1770-020 SDS PPG Chapter 3, Section D DMRSMAN	
Missing, return from	X			X	DMRSMAN MILPERSMAN 1770-020	New gain transaction Message to NAVPERSCOM (NPC-621)
Name, change			X		MILPERSMAN 1000-130	Ltr to NAVPERSCOM (NPC-312F)
Name, correction of EDVR	X				SDS PPG Chapter 5, Section B DMRSMAN	
NEC, change (including Tertiary, Quaternary, Quinary)			X		NAVPERS 18068F, Section I EDVRMAN	NAVPERS 1221/1 or complete NEC Discrepancy Report
NEC (OA-DG), change	X				SDS PPG Chapter 5, Section B DMRSMAN	
Overseas Accession Gain	X				Part 1, Chapter 1 DMRSMAN	
Pay Entry Base Date, correction of	X				SDS PPG Chapter 5, Section B DMRSMAN	For lost time use NAVPERS 1070/606, NAVPERS 1070/607. Request Statement of Service from NAVPERSCOM (NPC-312E) if necessary.
Projected Rotation Date, change			X		ENLTRANSMAN 3.06	Ltr to Assignment Control Authority
Race/Population Group Code, change	X				SDS PPG Chapter 5, Section B DMRSMAN	
Rate, administrative reduction or restoration of	X				SDS PPG Chapter 5, Section B DMRSMAN	
Rate, advancement in	X				Part 1, Chapter 2 DMRSMAN	E-1 to E-2 advancement (if the projected advancement is not reflecting on LES); E-2 to E-3 advancements and advancements other than those authorized by NETPDTC
Rate, advancement declined				X	BUPERSINST 1430.16 Series	MSG to NETPDTC

EVENT	ACTION				REFERENCE DJMS PTG (unless otherwise stated)	REMARKS
	D M R S S D S	F O R M	L E T T E R	M E S S A G E		
Rate, advancement recommendation withdrawn				X	BUPERSINST 1430.16 Series	If prior to exam results send MSG to NETPDTC. If after exam results, send MSG to NAVPERSCOM (NPC 852 / 862). Info copy to NETPDTC and DFAS.
Rate, advancement withheld				X	BUPERSINST 1430.16 Series	Send MSG to NAVPERSCOM (NPC-852/862). Info copy to NETPDTC and DEFAS
Rate, reduction (disciplinary action)		X			Part 7, Chapter 5	NAVPERS 1070/607
Recalled to active duty (Voluntary/Involuntary)	X				Part 1, Chapter 1 DMRSMAN	Submit NAVPERS 1070/601 to NAVPERSCOM (NPC-312G)
Received at TAD point	X				SDS PPG. Chapter 2, Section D DMRSMAN	Prepare Reporting Endorsement if member has pay record in possession. If reporting onboard to augment normal manning, submit an ATAD transaction.
Received onboard for duty	X	X			Part 1, Chapter 4 DMRSMAN	Reporting Endorsement
Received onboard for temporary duty	X	X			Part 1, Chapter 4 DMRSMAN	Reporting Endorsement
Reenlistment, immediate	X	X			Part 1, Chapter 2 DMRSMAN	Submit NAVPERS 1070/601 to NAVPERSCOM (NPC-312G)
Released to inactive duty	X	X			Part 1, Chapter 3 DMRSMAN	Detaching Endorsement
Reservist first reports for extended active duty	X	X			Part 1, Chapter 1 DMRSMAN	Reporting Endorsement Submit NAVPERS 1070/622 to NAVPERSCOM (NPC-312)
Reservist reports for AT (Formerly known as ACDUTRA)						No MAPMIS action
Reservist first reports for Active Duty for Special Work (ADSW)	X	X			Part 1, Chapter 1 DMRSMAN	Reporting Endorsement Submit NAVPERS 1070/622 to NAVPERSCOM (NPC-313)
Retained Beyond EAOS (Involuntary Extension by SECNAV)	X				Part 1, Chapter 2 MILPERSMAN 1050155	No MAPMIS action. NAVPERSCOM will notify DFAS.
Retained Beyond EAOS (for Convenience of Government and for essential service)		X			Part 1, Chapter 2 MILPERSMAN 1050155	Military Pay Order, NAVPERS 1070/613
Return to active duty or cancellation of an administrative drop from Navy strength accounts	X				SDS PPG Chapter 2, Section D DMRSMAN	
Sea Duty Commencement Date, change			X		ENLTRANSMAN 3.101	Ltr to NAVPERSCOM (NPC-451D)

EVENT	ACTION				REFERENCE DJMS PTG (unless otherwise stated)	REMARKS
	D M R S S D S	F O R M	L E T T E R	M E S S A G E		
Security data, change		X	X		EDVRMAN	Forward OPNAVINST 5510/413, Personnel Security Action Request, to Director, Department of the Navy Central Adjudication Facility (DON CAF) with a copy of current OPNAV 5520/20, Certificate of Personnel Security Investigation, Clearance and Access to correct security data.
Sex code, correction of EDVR	X				SDS PPG Chapter 5, Section B DMRSMAN	
Shore Duty Commencement Date, change			X		ENLTRANSMAN 3.162	Ltr to NAVPERSCOM (NPC-451D)
SSN, change			X		MILPERSMAN 1000-060	Ltr to NAVPERSCOM (NPC-324F)
SSN, correction of EDVR			X		EDVRMAN	Submit SSN correction to NAVPERSCOM (NPC-312F) along with a certified copy of social security card issued by Social Security Administration.
Special category code, change			X		ENLTRANSMAN 24	Ltr to NRPC Code 30 or appropriate NAVPERSCOM Code
Special Duty Assignment Pay or change	X				Part 1, Chapter 8 DMRSMAN	
Special Program Indicator (SPI)			X		EDVRMAN	Ltr to NAVPERSCOM (NPC-913) (TAR) Ltr to NAVPERSCOM (NPC-4010) (ADSW)
Submarine service, change type of	X				SDS PPG Chapter 5, Section B DMRSMAN	
Terminated appointment as an officer or officer candidate as NAVCAD, AOC, OC, Naval Academy MIDN, NROTC or OCAR					Part 1, Chapter 2	No MAPMIS action. NAVPERSCOM will gain member on EDVR
Terminated appointment as a temporary officer or officer candidate in the Army, Air Force, or Coast Guard Academies and reverted to enlisted status.	X				Part 1, Chapter 2 DMRSMAN	
Time in Rate, correction of			X		EDVRMAN	Ltr to NAVPERSCOM (NPC-312G) with substantiating paperwork (i.e., DD4, pages 4 and 9)
Transferred from TAD Point	X	X			Part 1, Chapter 4 DMRSMAN	Prepare Detaching Endorsement if member has pay record in possession. If member was onboard to augment normal <u>manning</u> , submit a DTAD transaction.
Transferred PCS or TEMDU	X	X			Part 1, Chapter 4	

EVENT	ACTION				REFERENCE DJMS PTG (unless otherwise stated)	REMARKS
	D M R S D S	F O R M	L E T T E R	M E S S A G E		
Transferred to Fleet Reserve or Retired List	X	X			Part 1, Chapter 3 DMRSMAN	Detaching Endorsement
Unauthorized Absence		X			Part 1, Chapter 2	NAVPERS 1070/606
Watch Qualifications; establishment, change, or removal of	X				DMRSMAN	

When in doubt, forward copy of all related documents with letter explaining MAPMIS problem to:

- 1) NAVPERSCOM (NPC-3) for all pay-related items.
- 2) NAVPERSCOM (NPC-4) for distribution related items

Note: This Decision Logic Table includes transactions/events that affect MAPMIS data not listed on the EDVR.